

HAZARDOUS MATERIALS RELEASE FORM
Locally Dial 911 - NRC Dial 1-800-424-8802
Massachusetts Department of Environmental Protection 1-888-304-1133

1. **Caller Name:** _____ **Call Date:** _____
2. **Affiliation:** _____ **Time:** _____
3. **Telephone:** _____ **Ref #:** _____ **Yes / No**
4. **Material Released:** _____ **EHS:** _____ **DOT# / CAS #:** _____
5. **Amount Released:** _____ **Gals/Lbs:** _____
6. **Date of Release:** _____ **Time:** _____ **Duration:** _____ **Hrs** _____ **Min**
7. **Release Medium:** _____ **Air** _____ **Water** _____ **Land** _____
(include height and direction of plume) (-----describe terrain-----)
8. **Weather Conditions:** _____
(Direction, MPH, Temperature, etc.)
9. **Location of Release:** _____
(address – street, building #, City, County, etc)
10. **Facility Name:** _____
Address: _____
11. **Facility Emergency Contact:** _____
(Name) (Address)
12. **Incident Description:** _____
(Color, odor, solid, liquid, gas)
13. **Nearby Populations:** _____
14. **Other Hazardous Materials Nearby:** _____
15. **Additional Notifications Made:**
- | | | |
|---|-----------------|--------------------|
| Local Fire Department | Yes / No | Time: _____ |
| Community Emergency Coordinator | Yes / No | Time: _____ |
| MA DEP | Yes / No | Time: _____ |
| Federal National Response Center | Yes / No | Time: _____ |
16. **Number of Dead / Injured:** _____
17. **Dead / Injured taken to:** _____
18. **Action Taken:** _____
19. **Form Completed by:** _____
(Print Name and Title) (Signature)

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Part 5

**LOCAL EMERGENCY
PLANNING COMMITTEE**

**HAZARDOUS MATERIALS
EMERGENCY PLAN**

MATown, Massachusetts

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RECORD OF AMENDMENTS

A record of changes to the plan will be noted on the record of amendments, which will contain the following:

- Date of change
- Page number of change
- Recording signature

A complete list of plan users will be maintained in a central location specified by the LEPC.

DATE OF CHANGE	PAGE NUMBER OF CHANGE	DESCRIPTION OF CHANGE

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**LIST OF PERSONS / ORGANIZATION
WITH A COPY OF THIS PLAN**

NAME	ORGANIZATION	COPY #
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P R E F A C E

This Hazardous Materials Emergency Plan (HMEP) was prepared in accordance with the provisions of Section 303, The Emergency Planning and Community Right-to-Know Act, Massachusetts General Law c. 21E, 310 CMR 40.0000 (The Massachusetts Contingency Plan), the Massachusetts Comprehensive Emergency Management Plan, Chapter 639 Acts of 1950 and E.O. 242.

The Massachusetts State Emergency Response Commission (SERC) and the local Emergency Planning Committee (LEPC) adopt this plan to provide for the protection of the public located within **MATOWN, Massachusetts** in the event of a hazardous chemical emergency.

MAYOR, BOARD OF SELECTMEN, ETC
Local Chief Elected Official

NAME, CHAIR
Local Emergency Planning Committee

DATED: _____

DATED: _____

Note: Add multiple local CEOs if a multi-community plan/LEPC

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INTRODUCTION

PURPOSE

The **MATown, Massachusetts** Hazardous Materials Emergency Plan (HMEP) has been prepared to meet both Federal and State statutory planning requirements, and to provide for a higher degree of preparedness to respond to incidents involving hazardous chemicals. Congress passed the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986, which requires local and state governments to plan for chemical emergencies. Massachusetts General Law c. 21E, Ch. 639 Acts of 1950 and E.O. 242 require emergency planning by communities for chemical emergencies. The primary purpose of this plan, however, is to provide the framework and methodology to efficiently respond to hazardous materials emergencies within **MATown, Massachusetts** so as to protect lives, property and the environment.

In order to meet the emergency planning requirements, local (Town/City) government will either develop or maintain a community hazardous materials response plan, which will become an annex to this district plan or Town/city governments will adopt this district plan.

The Plan has been specifically designed to serve as an Annex to the Comprehensive Emergency Management Plan (CEMP) and supplements that document. Every effort has been made to integrate the Hazardous Material Annex with the CEMP. In that regard the Plan is consistent with existing authorities, planning assumptions, systems and procedures.

OBJECTIVES

The objectives of the **MATown, Massachusetts** Hazardous Materials Emergency Plan are to:

1. Describe courses of action that will minimize hazards to life and result in adverse impacts upon the environment from the release of a hazardous material.
2. Establish procedures to provide for a coordinated effort by the state municipalities and private industry in response to a hazardous materials emergency.
3. Identify emergency response organizations, equipment and other resources, that can be utilized during a hazardous materials incident.
4. Provide a mechanism to integrate community and facility response procedures.

ORGANIZATION

- A. The basic plan describes general information about the purpose and scope of this hazardous materials emergency plan and system.
- B. The hazard analysis portion describes the known hazardous chemical facilities and transportation routes within **MATown, Massachusetts**.
- C. The plan is then divided into functional Annexes that describe different components of an emergency response for hazardous materials incidents.

BASIC PLAN

MATown, Massachusetts is organized with a Local Emergency Planning Committee (LEPC), which provides the Hazardous Materials Emergency Plan (HMEP). **MATown, Massachusetts** will use this plan for emergency response to a hazardous materials incident. The following are the jurisdictions/municipalities to which this plan applies:

Facilities affected by this plan may range from small “mom and pop” operations to large national corporations. Their endorsements of this plan are filed along with municipal approvals. Letters of agreement between affected facilities and local jurisdictions shall reside in prevention and response plans developed by the facilities.

INCIDENT SUMMARY INFORMATION

Incident reporting has been standardized by use of the documents provided in Annex A “Notification and Alerting”. A reporting form is located at the front of this plan and in Annex A.

PROMULGATION

The **MATown, Massachusetts** LEPC will direct the promulgation of the Hazardous Materials Emergency Plan (HMEP) by executing an appropriate document under the delegated authority of the Commonwealth of Massachusetts State Emergency Response Commission (SERC).

AUTHORITY

This HMEP is authorized and regulated under the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986, Public Law 99-499, Massachusetts General Law c. 21E, 310 CMR 40.0000 (The Massachusetts Contingency Plan) and the Massachusetts Comprehensive Emergency Management Plan. Other supporting legislation exists in the Clean Water Act, the Clean Air Act section 112 R, the National Contingency Plan, and Disaster Relief Programs. Chapter 639 Acts of 1950 and E.O. 242 requires emergency planning at the community level.

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LIST OF ABBREVIATIONS

ARC	American Red Cross
ATSDR	Agency for Toxic Substances & Disease Registry
CAMEO	Computer Aided Management for Emergency Operations
CDC	Center For Disease Control
CEPP	Chemical Emergency Preparedness Program
CERCLA	Comprehensive Environmental Response, Compensation & Liability Act of 198- (PL 96-510)
CFR	Code of Federal Regulations
CHEMTRC	Chemical Transportation Emergency Center
CHRIS	Chemical Hazards Response Information System
CMA	Chemical Manufacturers Association
CMED	Centralized Medical Dispatch Center
CWA	Clean Water Act
DECON	Decontamination
DEP	Department of Environmental Protection
DOD	U.S. Department of Defense
DOE	U.S. Department of Energy
DOT	U.S. Department of Transportation
DPH	Department of Public Health

EBS/EAS	Emergency Broadcast System/Emergency Alert System
EHS	Extremely Hazardous Substance
EMA	Emergency Management Agency
EMI	Emergency Management Institute
EOC	Emergency Operation Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning & Community Right-to-Know Act
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FWPCA	Federal Water Pollution Control Act
GIS	Geographical Information System
HAZMAT	Hazardous Materials
HHS	U.S. Department of Health and Human Services
HMEP	Hazardous Materials Emergency Plan
HMRT	HAZMAT Response Team
IC	<i>Incident Commander</i>
ICS	Incident Command System
IEMS	Integrated Emergency Management System
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee

MEMA	Massachusetts Emergency Management Agency
MSDS	Material Safety Data Sheet
NACA	National Agricultural Chemicals Association
NCP	National Contingency Plan
NCRIC	National Chemical Response & Information Center
NETC	National Emergency Training Center
NFA	National Fire Academy
NFPA	National Fire Protection Association
NIOSH	National Institute of Occupational Safety and Health
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center/Nuclear Regulatory Commission
NRT	National Response Team
NRT-1	Hazardous Materials Emergency Planning Guide
NRT-1A	Criteria for Review of Hazardous Materials Emergency Plans
OHMTADS	Oil and Hazardous Materials Technical Assistance Data System
OSC	On Scene Coordinator
PIO	Public Information Officer

RQs	Reportable Quantities
RRT	Regional Response Team (State or Federal)
SARA	Superfund Amendments and Reauthorization Act of 1986 (PL 99-499)
SCBA	Self Contained Breathing Apparatus
SERC	State Emergency Response Commission
SLG 101	Guide for all-hazard Emergency Operations Planning
SOP	Standard Operating Procedure
TPQ	Threshold Planning Quantity
USCG	U.S. Coast Guard (DOT)
USDA	U.S. Department of Agriculture
USGS	U.S. Geological Survey

ASSUMPTIONS

1. Hazardous Materials incidents of varying degrees of severity will occur within the **MATown, Massachusetts** jurisdiction. Such an incident can occur at a fixed facility or on a transportation route or a combination of the two.
2. Assistance will be provided from adjoining localities, mutual aid agreements, the City/Regional HAZMAT Team, the Commonwealth of Massachusetts and the Federal Government, depending upon the magnitude of the incident.
3. The community has appointed a Community Emergency Coordinator. The Coordinator's name and contact information will be on file with the LEPC chairperson and MEMA.
4. Depending upon the magnitude of an incident, this plan or portions of it will be implemented to coordinate actions, conserve resources and expedite mitigation of that incident.

Local Conditions

Area Description:

Major Employers:

Industry:

Economy:

Infrastructure:

Population:

Special Needs Facilities:

Schools:

Necessity of a HAZMAT Plan

The LEPC, the local Fire Department and the State Emergency Response Commission receive Tier II reports from Facilities that have hazardous substances as required by EPCRA, Section 302 (c). Review of these Tier II reports indicate that several chemical hazards exist in **MATown, Massachusetts**.

Additional information supplied by railroad companies in Massachusetts also confirmed the presence of some quantities of EHS's transported through **MATown, Massachusetts** on the railroads.

Although no qualitative or quantitative information is available regarding the presence of EHS's on the transportation routes, the LEPC assumes that hazardous chemicals are transported on nearly all MATown and state roads in the area.

CONCEPT OF OPERATIONS

The protection of the health and welfare of the residents of **MATown, Massachusetts** must be managed at the local level. Assistance from the State will be provided when requested, or in cases where a hazardous material emergency exceeds the capability of local response resources. **MATown, Massachusetts** should develop its own concepts within existing emergency procedures.

Hazardous materials emergencies can range from small fuel spills to large-scale releases requiring major evacuations and other problems. For purposes of consistency, the following response level definitions have been developed for this plan:

Response Level Criteria

Level 1 – Controlled Emergency Condition

- .. Incident that can be controlled by the primary first response agencies of a local jurisdiction
- .. Single jurisdiction and limited agency involvement
- .. Does not require evacuation, except for the structure or affected facility
- .. Confined geographic area
- .. No immediate threat to life, health or property

Level 2 – Limited Emergency

- .. Potential threat to life, health or property
- .. Expanded geographic scope
- .. Limited evacuation of nearby residents or facilities
- .. Involvement of one, two, three, or more jurisdictions
- .. Limited participation or mutual aid from agencies that do not routinely respond to emergency incidents in the area
- .. Specialist or technical team is called to the scene
- .. Combined emergency operation such as fire fighting and evacuation, or containment and emergency medical care

Level 3 – Full Emergency Condition

- .. Serious hazard or severe threat to life, health and property
- .. Large geographic impact
- .. Major community evacuation
- .. Multi-jurisdictional involvement
- .. State and Federal involvement
- .. Specialists and technical teams deployed
- .. Extensive resource management and allocation
- .. Multiple emergency operations

ORGANIZATION AND RESPONSIBILITIES

1. The Local Emergency Planning Committee will perform the following functions:
 - Establish rules by which the LEPC will function
 - Establish provisions for public notification, comments, etc
 - Develop and maintain the HAZMAT Plan
 - Assist the jurisdiction, departments and agencies with HAZMAT plan development
 - Coordinate HAZMAT exercises as required
 - Conduct HAZMAT training as required
2. Departments and agencies with responsibilities under this plan will develop and maintain procedures for implementing this hazardous materials plan. Facilities with EHS will develop and maintain procedures for implementing this hazardous materials plan. Facilities with EHS will develop plans specific to the chemicals they use and the area they may affect. These plans will be kept at the Fire Department, which serves the facility.
3. The Commonwealth of Massachusetts shall provide assistance to the LEPC as provided for in the Commonwealth of Massachusetts Comprehensive Emergency Management Plan and the Massachusetts Contingency Plan.

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P L A N U P D A T I N G

PLAN DEVELOPMENT AND MAINTENANCE

The Local Emergency Planning Committee (LEPC) developed this Hazardous Materials Response Plan with assistance from the Massachusetts State Emergency Response Commission (SERC).

The Plan will be updated as necessary but in no case, less than annually. Updating of the plan will be preceded by a review of its contents and/or a test and critique of the plan. Execution of the plan in response to an actual event will be considered as a test and will require a critique and after-action report to be submitted to the Chairman of the LEPC.

Those items which are subject to frequent change and shall be reviewed annually for possible updating include, but are not limited to, the following:

1. Community and facility notification and alerting lists, including identity and phone numbers of response personnel.
2. Facilities subject to the provisions of EPCRA, Section 302®, and the name of the Facility Emergency Coordinator (FAC).
3. Facility Hazard Analysis and Maps.
4. Transportation routes for hazardous materials, including pipelines.
5. Inventories of critical equipment, supplies, and other resources.

In addition, facility and community-specific functions and procedures should be reviewed and revised as appropriate.

UPDATE POLICY

The following policies apply to the review and updating of the Hazardous Materials Emergency Plan:

1. It is the responsibility of the Local Emergency Planning Committee Chairperson to coordinate the review and update of the plan. The departments, agencies, communities, facilities, and others who have a role in hazardous materials response under the plan will provide support. It is the responsibility of the Chief Executive of each community to delegate update responsibility of community information.

2. The plan shall be updated as necessary on an annual basis. The plan must have been completed or reviewed within the past year.
3. Departments, agencies and facilities that maintain annexes and/or procedures that are a part of this plan shall review that portion of the plan pertaining to their function on an annual basis.
4. The Chair of the LEPC shall maintain a list of plan holders, to ensure changes are sent to all plan holders.

Comments, corrections or suggestions on any aspect of this plan should be forwarded to:

Chair, LEPC
MATown Town Hall
MATown, Massachusetts

P L A N N I N G R E Q U I R E M E N T S C H E C K L I S T

Section 303[©] of SARA Title III stipulates nine (9)-planning provisions, which must be adequately addressed in this Plan. The plan also meets requirements found in NRT1 & 1A Documents. The following chart lists the nine provisions and cites their location(s) in the **MATown, Massachusetts** Hazardous Materials Emergency Plan:

SECTION 303 [©] REQUIREMENT	LOCATION OF PROVISIONS
1. Identification of facilities subject to the requirements of this subtitle that are within the emergency planning district; identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 302(a); and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subtitle, such as hospitals or natural gas facilities.	BASIC PLAN – Hazard Analysis ANNEX K – Facility Profiles
2. Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.	ANNEX A – Notification and Alerting
3. Designation of a community emergency coordinator and facility emergency coordinators who shall make determinations necessary to implement the plan.	ANNEX D – Assessment and Evaluation
4. Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan and to the public, that a release has occurred (consistent with the emergency notification requirements of the Section 304).	ANNEX A – Notification and Alerting ANNEX B – Direction and Control
5. Methods for determining the occurrence of a release, and the area or population likely to be affected.	BASIC PLAN – Local Conditions ANNEX D – Assessment and Evaluation

6. A description of emergency facilities in the community and at each facility in the community subject to the requirements of this subtitle, and an identification of the persons responsible for such equipment and facilities.	ANNEX A – Notification And Alerting ANNEX B – Direction and Control ANNEX C – Containment ANNEX E – Public Warning and Emergency Information
7. Evacuation plans, including provision for a precautionary evacuation and alternative traffic routes.	ANNEX E – Public Warning and Emergency Information ANNEX F – Protective Actions
8. Training programs, including schedules for training of emergency response and medical personnel.	ANNEX H – Training ANNEX I – Exercises
9. Methods and schedules for exercising the emergency plan.	ANNEX H – Training ANNEX I – Exercises

HAZARD ANALYSIS

This section contains a list of all facilities that have reported chemical inventories to the Local Fire Department, the State Emergency Response Commission, and the LEPC in compliance with EPCRA, Sections 302 & 312 (c); as well as those facilities considered a risk by the LEPC (***NOTE: Refer to ANNEX K of this plan for details on EHS facilities***). The hazard analysis includes the facility name and address and hazardous substances reported. The hazard analysis is updated annually after the deadline for submission of Tier II reports. ***Additionally, information on highways and railroads is included.***

An asterisk (*) indicates facilities that have chemicals in the Threshold Planning Quantity (TPQ).

The following list reflects the status of reporting as of:

00/99

A. HAZMAT Facilities

HAZMAT FACILITY NAME	CONTACT Person/Address	PHONE NUMBER	HAZARDOUS SUBSTANCE

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HAZMAT Facilities (cont'd)

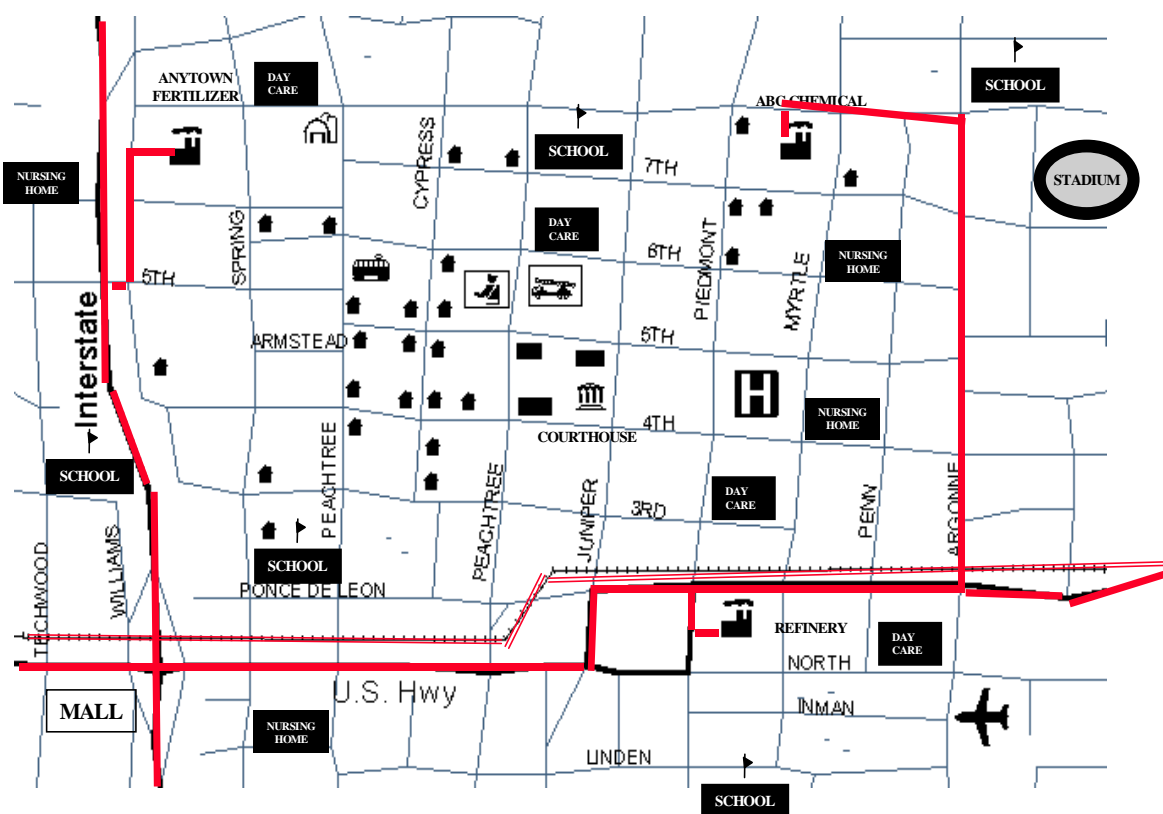
HAZMAT FACILITY NAME	CONTACT Person/Address	PHONE NUMBER	HAZARDOUS SUBSTANCE

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It is important to note that the proximity of some of these facilities to major transportation routes and/or adjacent facilities may in fact compound the effects of a hazardous materials incident. The possible permutations are too numerous to list here. Recent efforts to review and update facility plans will take this into consideration. All **MATown, Massachusetts** facility plans will be included in ANNEX K of this plan.

If available, the CAMEO database and MARPLOT mapping programs allow for simulations of releases from these facilities. Plotting the contaminant plumes on maps of the area show what population would be affected from a specific release.

The following is an example of the type of information that should be available on the map that belongs in this section of the plan. Included on the map are the facilities that could have a release; special needs facilities, such as: schools, hospitals, and nursing homes; areas where large crowds would gather such as: malls, stadiums, and arenas; critical infrastructure such as: courthouse, fire department, police department.



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HAZARD ANALYSIS MAP
(Hazard Facilities, Transportation Routes, Special Needs Facilities)

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B. Special Needs Facilities

SPECIAL NEEDS FACILITY NAME and Address	Population	CONTACT NAME	24 HOUR PHONE
1)			
2)			
3)			
4)			
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C. Highways

The major portions of hazardous chemicals transported by highways are petroleum-based products such as gasoline and heating fuels. Major highway routes used to transport hazardous materials through MATown, Massachusetts include: (Give Highway information)

The following chart is an *example* of the type of information that should be included in the highway/transportation hazard analysis. Information that should be included is: Location/route name, name of hazardous material, quantity.

HISTORY	MATERIAL	HAZARD CLASS	# OF TRUCKS
	Liquid Petroleum Gas	Flammable Gas	3
	Gasoline	Flammable Liquid	35
	Fuel Oil	Combustible Liquid	1
	Insecticide		1
	Liquid Carbon Dioxide		1
	Class C Fireworks	Dangerous	1
	Sulfuric Acid	Dangerous	1
	Class A Explosives and Blasting Caps	Explosive	2
	Welding Gases	Non-Flammable or Flammable Gas	1
	Retail Paint Supplies	Not Regulated	1
	UPS Trucks	Not Regulated	3
	47,000 lbs. Wet Cell Batteries	Not Placarded	1
	TOTAL		52

These traffic counts were completed during one 8 hour period but are considered representative of the types and quantities of hazardous materials transported through MATown, MA. Seasonal factors could affect the relative proportion of these materials.

D. Railroads

The following is an **example** of the type of information that should be included in the railroad hazard analysis. Information that should be included is: route name, name of hazardous material and quantity.

1. The following hazardous materials are transported through **Thistown, MA** on the **(XXXX)** Railroad:

UN #	CHEMICAL	Cars Per Month
1978	Liquid Propane (LP) gas	
1203	Gasoline	
1993	#2 Fuel Oil	
1223	Kerosene	
1005	Anhydrous Ammonia	

2. The following hazardous materials are transported to **Thistown, MA** from **Anothertown** on the **(XXXX)** Railroad:

UN #	CHEMICAL	Cars Per Month
1978	Liquid Propane	
1203	Gasoline	
1993	#2 Fuel Oil	
1223	Kerosene	
1005	Anhydrous Ammonia	

3. The following hazardous materials are transported from **Thistown, MA** to **Thattown** on the **(XXXX)** Railway:

UN #	CHEMICAL	Cars Per Month
1978	Liquid Propane	
1203	Gasoline	
1993	#2 Fuel Oil	
1223	Kerosene	
1005	Anhydrous Ammonia	

4. In addition to the above, AMTRAK/MBTA PASSENGER SERVICE travels through **Thistown, MA** from **Othertown** to **Othertown**.

E. (Waterways)

F. (Pipelines)

A N N E X A (NOTIFICATION AND ALERTING)

PURPOSE

To provide for the initial notification to the local 24-hour point of contact, the State 24-hour Point of Contact (Massachusetts Department of Environmental Protection) the State coordinating agency, the Massachusetts Emergency Management Agency (MEMA) and the National Response Center (NRC) of a hazardous material emergency and the subsequent alerting of other local and State response personnel.

SITUATION

Timely, informative and accurate notification of a hazardous material emergency is critical for an effective emergency response operations. Section 304 of EPCRA requires the immediate notification of the community emergency coordinator and the State when a release of an extremely hazardous substance or hazardous chemical in an amount above the Reportable Quantity (RQ) occurs. Specific information is required by the notification such as chemical name, method of release, health effects, medical attention and protective actions.

The Commonwealth of Massachusetts State Emergency Response Commission (SERC) believes that the direct notification through the local point of contact is critical. The Release Report Form (Attachment 1) provides for notification to the local point of contact. Requirements set forth by the Commonwealth of Massachusetts Department of Environmental Protection also require the responsible party to report the release of oil or hazardous material to DEP. The Release Report Form (Attachment 1) should be used when calling the 24-hour contact point (888-304-1133). Under Federal requirements the NRC must also be notified (800-424-8802).

NOTE: The local point of contact is the local fire department through the 911 dispatch Center. The nature and extent of the incident will dictate the order and number of phone calls to be placed.

In addition to notifications required by statute, MATown, MA must immediately notify the Massachusetts Emergency Management Agency of any hazardous materials emergency that meets Level 2 or Level 3 criteria. MEMA can be reached at 800-982-9846.

This procedure details the notification information required from the emergency site to the selected local point of contact and the State and the subsequent alerting of State HAZMAT response personnel.

This procedure reflects the belief that both local and State response personnel must be notified immediately of a release.

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PARTICIPATING AGENCIES

- A. Primary Local point of Contact (i.e.: 911 Dispatch Center)

MUNICIPALITY	POINT OF CONTACT	24-HOUR PHONE#
MATown	Dispatch	911

- B. Alternate Local Point of Contact (i.e.: Police or Fire Dispatch Center)

MUNICIPALITY	POINT OF CONTACT	24-HOUR PHONE#
MATown	Dispatch	911

- C. The Massachusetts Department of Environmental Protection (DEP) (888-304-1133)
- D. The Massachusetts Emergency Management Agency (MEMA) (800-982-6846)
- E. The Federal Government should be contacted through the NRC (800-424-8802)

STATE RESPONSE PROCEDURES

- A. Upon notification of a hazardous material emergency, the State Coordination Agency (MEMA) shall record all emergency notification information.
- B. The State Coordinating Agency (MEMA) shall receive and act upon requests for State assistance.
- C. The State Coordinating Agency (MEMA) shall notify the appropriate State agencies of the HAZMAT emergency as specified in the Commonwealth of Massachusetts, Comprehensive Emergency Management Plan.
- D. State agencies will provide assistance as described in the Massachusetts Hazardous Materials Incident Response Plan and/or the Massachusetts Comprehensive Emergency Management Plan.

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Appendix 1**EMERGENCY ASSISTANCE TELEPHONE ROSTERS**

FEDERAL AGENCIES	TELEPHONE	LOCATION
Department Of Transportation	202-366-4000	Washington, D.C.
Environment Protection Agency	617-223-7265	Boston, MA
Federal Emergency Management Agency	617-223-9540	Boston, MA
National Response Center	800-424-8802	Washington, D.C.
Occupational Safety and Health	617-565-1161	Boston, MA
Regional Response Team	617-565-3424	Boston, MA
U.S. Coast Guard	617-223-3000	Boston, MA
National Weather Service	508-823-2228	Taunton, MA
Agency for Toxic Substances & Disease Control	404-639-0615	Atlanta, GA
Center for Disease Control	404-633-5313	Atlanta, GA
U.S. Army Operations Center	703-697-0218	Washington, D.C.
Defense Logistics Agency	800-851-8061	Washington, D.C.
Department of Energy	202-586-5000	Washington, D.C.
U.S. Bureau of Explosives	202-835-9500	Washington, D.C.

STATE AGENCIES	TELEPHONE	LOCATION
Department of Environmental Protection	888-304-1133	Boston, MA
Nuclear Incident Advisory Team	617-727-9710	Boston, MA
Massachusetts Highway Department	617-913-7500	Boston, MA
Department of Food and Agriculture	617-727-3000	Boston, MA
Massachusetts Emergency Management	800-982-6846	Framingham, MA
Department of Industrial Accidents	617-724-4900	Boston, MA
Department of Public Health	617-522-3700	Boston, MA
Massachusetts State Police	508-820-2121	Framingham, MA
Emergency Response Commission	800-982-6846	Framingham, MA

NATIONAL ORGANIZATIONS	TELEPHONE
CHEMTREC/CHLOREP	800-424-9300
American Association of Railroads (AAR)	202-639-2222
National Agricultural Chemical Association	513-961-4300

HOSPITALS	TELEPHONE

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COMMUNITY AGENCIES	TELEPHONE	LOCATION
Railroad		
National Weather Service		
Poison Control		
Red Cross		
Utilities		

BORDERING JURISDICTIONS	BORDERING JURISDICTIONS
North -	South -
East -	West -

* *Resource Manual* contains Media Listings

MEDIA ORGANIZATIONS	TELEPHONE	LOCATION
Newspaper		
Newspaper		
Newspaper		
TV Station		
TV Station		
TV Station		
Radio Station		
Radio Station		
Radio Station		

TITLE III HAZARDOUS FACILITIES AND FACILITY COORDINATORS		
FACILITY NAMES	CONTACT PERSON / Emergency Coordinator	TELEPHONE

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TITLE III HAZARDOUS FACILITIES AND FACILITY COORDINATORS (cont'd)		
FACILITY NAMES	CONTACT PERSON / Emergency Coordinator	TELEPHONE

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HAZARDOUS MATERIALS RELEASE FORM
Locally Dial 911 - NRC Dial 1-800-424-8802
Massachusetts Department of Environmental Protection 1-888-304-1133

1. **Caller Name:** _____ **Call Date:** _____
2. **Affiliation:** _____ **Time:** _____
3. **Telephone:** _____ **Ref #:** _____ **Yes / No**
4. **Material Released:** _____ **EHS:** _____ **DOT# / CAS #:** _____
5. **Amount Released:** _____ **Gals/Lbs:** _____
6. **Date of Release:** _____ **Time:** _____ **Duration:** _____ **Hrs** _____ **Min**
7. **Release Medium:** _____ **Air** _____ **Water** _____ **Land** _____
(include height and direction of plume) (-----describe terrain-----)
8. **Weather Conditions:** _____
(Direction, MPH, Temperature, etc.)
9. **Location of Release:** _____
(address – street, building #, City, County, etc)
10. **Facility Name:** _____
Address: _____
11. **Facility Emergency Contact:** _____
(Name) (Address)
12. **Incident Description:** _____
(Color, odor, solid, liquid, gas)
13. **Nearby Populations:** _____
14. **Other Hazardous Materials Nearby:** _____
15. **Additional Notifications Made:**
- | | | |
|---|-----------------|--------------------|
| Local Fire Department | Yes / No | Time: _____ |
| Community Emergency Coordinator | Yes / No | Time: _____ |
| MA DEP | Yes / No | Time: _____ |
| Federal National Response Center | Yes / No | Time: _____ |
16. **Number of Dead / Injured:** _____
17. **Dead / Injured taken to:** _____
18. **Action Taken:** _____
19. **Form Completed by:** _____
(Print Name and Title) (Signature)

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A N N E X B

(DIRECTION AND CONTROL)

PURPOSE

To provide for effective leadership, coordination and unified on-scene command of emergency response forces in the event of a hazardous material emergency.

SITUATION

A hazardous material emergency may require a broad range of on-scene response organizations including emergency service personnel from all levels of government, industry representatives, private contractors, and the media. The need for specialized equipment and technical knowledge during response may also be extensive, as are the number of critical decisions that must be made in areas of release containment, emergency worker safety, public protective actions, and environmental protection.

It is recognized that response organizations are typically trained to operate within their agency command structure, but they are rarely called upon to perform their duties as part of a unified and integrated multi-organizational response, such as that required for a major hazardous materials emergency. Therefore, this plan calls for implementation of a strong system of direction and control.

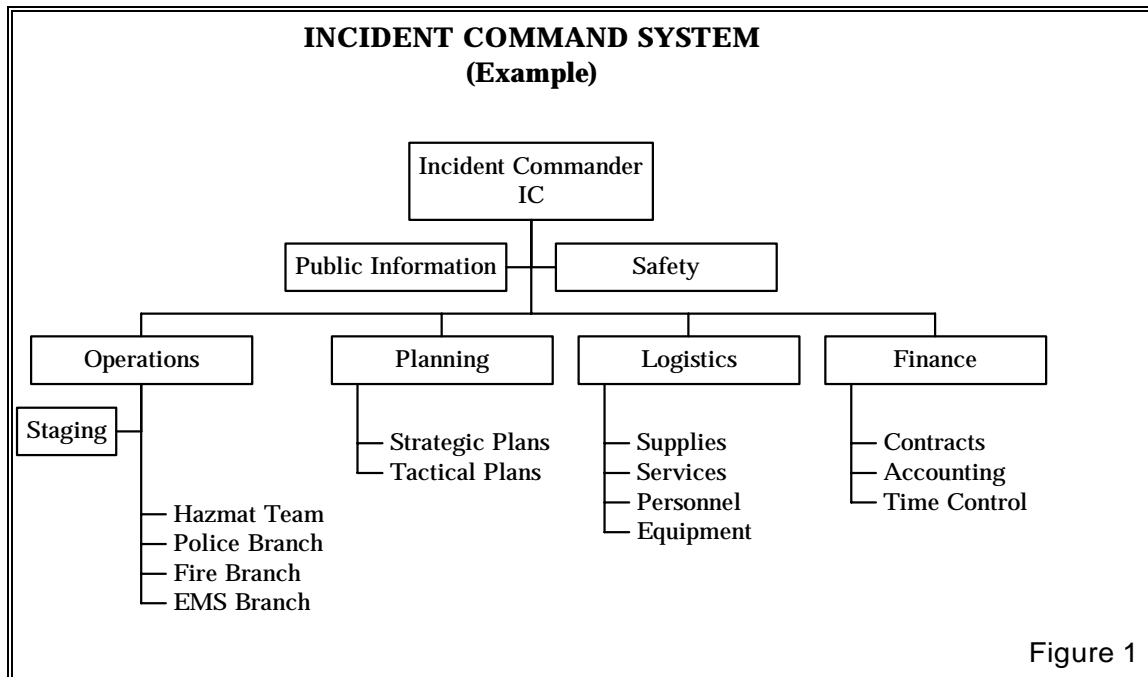
Direction and Control begins with the initial local response, but is expanded as the emergency escalates to a larger, multi-jurisdictional response which may possibly need to be coordinated or directed by the State.

PARTICIPATING AGENCIES (See Attachment 1)

- ◆ Chief Executive
- ◆ Fire Department
- ◆ Emergency Management Coordinators (MATown and facility)
- ◆ Emergency Medical Services
- ◆ Health Officer
- ◆ Police Department
- ◆ Public Works Department
- ◆ Public Information (Designee)
- ◆ Volunteer Groups

INCIDENT COMMAND SYSTEM

Incident Command System (ICS) is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to the incident. In accordance with OSHA regulation 29CFR 1910.120 and EPA regulation 40CFR 311, the Incident Command System must be used when dealing with any Hazardous Materials Incident.



RESPONSE PROCEDURES

Unified Command

This plan addresses the need to ensure Direction and Control for a multi-jurisdiction/multi-agency response to hazardous materials emergency, which highlights the demand for a unified command structure among responding organizations under the direction of one *Incident Commander*. The concept of Unified Command simply means that all agencies that have jurisdictional responsibilities and authority at an incident will contribute to the process of:

- ~ Determining overall response objectives
- ~ Selection of response strategies
- ~ Ensuring joint planning and application of tactical activities
- ~ Ensuring integrated planning and application of operational requirements; including emergency protective measures, containment, safety and security
- ~ Maximizing use of available resources

Incident Commander (Local)

Upon notification of hazardous material emergency, the ranking fire officer, or his/her designee, with local jurisdiction and authority will act as *Incident Commander*.

Command Post

The *Incident Commander* will assess the emergency situation, establish a Command Post and institute the “Incident Command System” (example: Figure 1 – previous page). The *Incident Commander* should also declare a Response Level according to the Response Level Criteria listed in this section.

Responding State Agency

Upon notification by the State Coordinating Agency (MEMA) of a hazardous material emergency the appropriate responding State agency may contact the *Incident Commander* to assess the situation. This contact can be made by the assignment of an official to the scene or by radio or telephone.

Response Level Criteria

Level 1 – Controlled Emergency Condition

- .. Incident that can be controlled by the primary first response agencies of a local jurisdiction
- .. Single jurisdiction and limited agency involvement
- .. Does not require evacuation, except for the structure or affected facility
- .. Confined geographic area
- .. No immediate threat to life, health or property

Level 2 – Limited Emergency Condition

- .. Potential threat to life, health or property
- .. Expanded geographic scope
- .. Limited evacuation of nearby residents or facilities
- .. Involvement of one, two, three, or more jurisdictions
- .. Limited participation or mutual aid from agencies that do not routinely respond to emergency incidents in the area
- .. Specialist or technical team is called to the scene
- .. Combined emergency operations such as fire fighting and evacuation, or containment and emergency medical care

Level 3 – Full Emergency Condition

- .. Serious hazard or severe threat to life, health and property
- .. Large geographic impact
- .. Major community evacuation
- .. Multi-jurisdictional involvement
- .. State and Federal involvement
- .. Specialists and technical teams deployed
- .. Extensive resource management and allocation
- .. Multiple emergency operations

Declaring a Response Level

The *Incident Commander* should declare a Response Level. If a response level has not been declared, the responding State agency should recommend that the *Incident Commander* declare a Response Level.

If necessary, the responding State agency may declare a response Level for the purpose of activating and coordinating the State response. In all cases, the responding State agency should coordinate with the *Incident Commander* in declaring a Response Level.

Authority Dynamics and Transfer

Just as the dynamics of on-scene Direction and Control operations expand and change as an incident escalates leadership and authority may also have to be transferred as an emergency expands. In this regard, the following criteria could be used to determine where Direction and Control authority should be centered:

- ~ Geographic area involved
- ~ Single or multi-jurisdictions affected
- ~ Number of response agencies
- ~ Resource commitments
- ~ Response operational requirements (i.e. fire fighting, environmental contamination, public health impacts, evacuation, containment, and emergency medical)
- ~ State and/or local statutes/ordinances

Based on these criteria, authority, unified command and the designation of an *Incident Commander* could change as a hazardous material emergency expands.

Responsibilities

Response Level 1 – Controlled Emergency Condition

- .. Responding local agency(s) designate *Incident Commander*
- .. Command Post established, incident Command System implemented
- .. *Incident Commander* establishes liaison with the Facility Emergency Coordinator
- .. *Incident Commander* ensures the appropriate local emergency organization(s) are notified and briefed
- .. Notify State DEP (888-304-1133)
- .. *Incident Commander* evaluates the need to declare a higher response level, if appropriate
- .. Continue evaluation of incident

Response Level 2 – Limited Emergency Condition

- .. Identify *Incident Commander*
- .. Command Post established, Incident Command System implemented
- .. *Incident Commander* evaluates the need for a Deputy or other on-scene assistants
- .. *Incident Commander* designates a Safety Officer
- .. Unified command established
- .. Notify State DEP (888-304-1133) and MEMA (800-982-6846)
- .. *Incident Commander* evaluates the need to declare higher or lower Response Level
- .. Local chief executive notified and briefed
- .. Public Information Officer notified or appointed by *Incident Commander*
- .. Local Chief Executive evaluates the need to declare a Local State of Emergency
- .. Local Emergency Manager or *Incident Commander* determines the need for activation of the local Emergency Operations Center
- .. Continue evaluation of incident and make adjustments as necessary

Response Level 3 – Full Emergency Condition

- .. **NOTE:** If the incident begins at this level, response activities must include all functions designated at the previous level (Limited Emergency Condition above)
- .. Chief Executive declares a Local State of Emergency and notifies MEMA (800-982-6846)
- .. Emergency Manager activates the Emergency Operations Center

A full Emergency Condition Response level could be of the magnitude that requires resources from State and Federal agencies and other national sources. The Commonwealth of Massachusetts Emergency Management Agency (MEMA) coordinates the application of the state's resources in an emergency, in support of local government. At this response level, unified command would likely include State and possibly, Federal resources. Local and State officials should re-examine response requirements and designations of the *Incident Commander* at this time based upon the scope, technical complexity and State and local statutes and ordinances.

NOTE: Response Levels may be given designations (titles) by agreement between planning authorities. As plans and procedures are developed (with the district) it is recommended that specific response levels be given standard titles, (i.e. Level One, Two, and Three) or some comparable designations. Such titles should be consistent within and between adjacent districts.

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COMMUNITY DIRECTION AND CONTROL

POSTION	NAME / DEPARTMENT / AGENCY	TELEPHONE
Chief Executive		
Fire Department		
Emergency Management Coordinators		
Emergency Medical Services		
Health Officer		
Police Department		
Public Works Department		
Public Information (Designee)		
Volunteer Groups		
(Other)		

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A N N E X C (CONTAINMENT)

PURPOSE

Provide for the control of a hazardous material release or spill into the environment.

SITUATION

The fixed-facility or transporter, or other organization, responsible for a spill of a hazardous material are liable for the spill.

The EPCRA Section 302[©] facilities in each community have designated a Facility Emergency Coordinator (FEC) to act as liaison to the Community Emergency coordinator (CEC) in a hazardous materials emergency. The FEC will arrange for the use of containment material provided by the facility in a mutual aid situation.

The *Incident Commander* will make determinations regarding the need for resources and assistance. The DEP and/or MEMA will coordinate the provision of state containment resources. The responding State agency will determine if Federal assistance is required and contact the Regional Response Team (RRT).

LOCAL PARTICIPATING AGENCIES

- ◆ Local Fire Department
- ◆ Facility Response Coordinator(s)
- ◆ Department of Public Works
- ◆ Health Officer
- ◆ *Incident Commander*
- ◆ Watershed (water supply, private water company or municipal (well fields, etc)
- ◆ Clean-up Contractors
- ◆ Massachusetts DEP
- ◆ HAZMAT Response Team(s)

RESPONSE PROCEDURES

Response Level Criteria

Level 1 – Controlled Emergency Condition

- .. *Incident Commander* will assess the impact of the release, the need for containment operations and clean up. DEP, facility personnel and the responsible party may assist
- .. Fire Chief monitors containment assistance and resource requirements
- .. Safety Officer monitors health impact of all containment activities on emergency workers and nearby residents. Health Officer and EMS may assist.

Level 2 – Limited Emergency Condition

- .. *Incident Commander*, in consultation with DEP, facility personnel and responsible party takes appropriate containment action
- .. Local Fire Chief activates Facilities Emergency Coordinator (see Attachment 1) and coordinates containment resources and assistance
- .. Facilities Emergency Coordinator advises Fire Chief of facilities' containment resources situation
- .. Fire Chief assesses need for State resources to assist with containment
- .. Safety Officer monitors health impact of all containment activities on emergency workers and nearby residents. Health Officer and EMS may assist

Response Level 3 – Full Emergency Condition

- .. *Incident Commander*, in consultation with DEP, HAZMAT Team and other technical specialist, will determine if appropriate containment actions can be implemented without State assistance. If State assistance is requested, the State responding agency will determine if Federal assistance will be requested through the Federal Regional Response Team
- .. *Incident Commander* should coordinate containment resources and assistance providing responding personnel are qualified and have received appropriate containment training and adequate protective equipment is available
- .. Facilities emergency Coordinator continues to provide support to *Incident Commander*
- .. Safety Officer continues to monitor health impact of containment activities on emergency workers and nearby residents and request assistance from the Massachusetts Department of Public Health, if appropriate.

A N N E X D (ASSESSMENT AND EVALUATION)

PURPOSE

To obtain and analyze hazardous material release information in order to determine the threats and impact of the emergency on people and the environment and to recommend protective actions to decision makers.

SITUATION

A release or threatened release of hazardous material could result in serious and quickly escalating threats to the public. The physical or chemical characteristics of hazardous materials may include toxicity, flammability or reactivity. These factors require technical analysis by qualified and approved specialists in order to determine existing hazards, the anticipated course of the incident and any new hazards if things go wrong. Because the situation may change rapidly, it is important the analysis be done thoroughly by specialists in order to ensure public safety.

Responders arriving at the scene without knowledge of the hazardous materials involved will attempt to determine at a distance what material is involved, ensuring utmost regards for personal safety and staying upwind of the incident scene. Binoculars should be used to read placard identification numbers and responders should then contact their emergency communications dispatcher. After referring to the North American Emergency Response Guidebook and other sources (i.e.: CAMEO) for information on hazards from the material involved, responders will cautiously determine if any victims require rescue and take appropriate action.

Few communities in the Commonwealth of Massachusetts have the extent of expertise to analyze the wide range of hazardous material emergencies that can occur and would need to request technical assistance for many types of emergencies. A critical element of assessment and evaluation is to recognize when additional expertise is needed and how to obtain it. **Local Fire Departments can directly request local (if available) or State Regional Hazardous Materials Response Teams.**

The process of assessment and evaluation (A&E) takes place at several levels. At the emergency site, the *Incident Commander* must have expertise available that can provide technical guidance. Local or state Response Teams may provide this technical guidance. Determination of the type of hazard involves knowing what hazardous material is involved and it's potential impact and containment status.

State assistance should be requested through the DEP AT 888-304-1133 and/or MEMA at 800-982-6846. Federal assistance will be requested by the responding State agency by contacting the Federal Regional Response Team (RRT).

Assessment priorities may include:

- ~ Identifying the material involved
- ~ Determining its hazard potential
- ~ Measuring the magnitude of release of material into the environment
- ~ Assessing health impact of the release on emergency workers, the public and environmental resources

As the incident continues, it may be appropriate for an in-depth analysis to be performed at a location where experts can assemble in the proper analytical environment, such as the on-scene Command Post or the local Emergency Operating Center (EOC). In this situation, all appropriate information from the scene should be provided to the assessment and evaluation specialists.

The A&E specialist must also determine what additional information is needed. Inquiries will be directed to individuals at the scene and to the owners of the material, or to other experts involved.

A compilation for the information about the incident that may be needed is found in the *Hazardous Materials Release Form* (Attachment 1). A *Hazardous Materials Data Sheet* (Attachment 2) may also be completed at this time.

Other sources of information that may be used include:

- North American Emergency Response Guidebook (Orange Book)
- NIOSH Pocket Guide to Chemical Hazards
- National Fire Protection Association (NFPA) Handbooks
- CHRIS Manual
- CHEMTREC 800-424-9300
- Material Safety Data Sheets (MSDS) which are filed with the local Fire Department, LEPC, and SERC
- Computer Aided Management of Emergency Operations (CAMEO)
- EPA Chemical Profiles (for Extremely Hazardous Substances)
- Chemical Industries or Laboratories nearby
- Farm and Related Industry
- Institutions of Higher Learning
- Hazard Simulation Models (CAMEO, EIS/C, etc)
- Private Consultants
- Local Contractors (State Contractors)

In certain cases, the physical characteristics of a material may be important. For example, if a toxic gas is heavier than air, responders should be advised to avoid low areas. If a material reacts violently with water, fire fighters should not use water. Attachment 2, Incident Technical Data Form is used to record important information.

Meteorology may be of significant importance and should be factored into the assessment. The wind direction may indicate areas or people at risk. Wind speed may help to predict the amount of warning time that will be available in the event of a sudden spill or explosion producing toxic by-products. Atmospheric dispersion will depend on meteorological conditions. Analysts also need to evaluate the weather forecast to prepare for changing conditions, such as precipitation, which may react with materials.

A&E analysts must evaluate the potential impact by area and its population. Special consideration must be given to additional facilities, which would contribute to the problem, those which are subjected to additional risk due to their proximity to the emergency site and the nature of their activities, and those with a special role in emergency response.

PARTICIPATING AGENCIES AND/OR PERSONNEL

- ◆ Local Health Officers
- ◆ Fire Departments
- ◆ Facility Emergency Coordinators
- ◆ Industry Specialists
- ◆ Police Departments
- ◆ Emergency Medical Services
- ◆ Emergency Management
- ◆ Massachusetts Department of Environmental Protection
- ◆ Regional Response Team (Federal)
- ◆ Local/State Emergency Response Team

RESPONSE PROCEDURES

Response Level Criteria

Response Level 1 – Controlled Emergency Condition

- .. *Incident Commander* conducts joint assessment with the Facility Emergency Coordinator
- .. *Incident Commander* provides facility assessment technical information to the Local Emergency Manager, if appropriate
- .. Local Emergency Manager provides facility assessment technical information to the Health Officer or Commissioner of Health, if appropriate

Response Level 2 – Limited Emergency Condition

- .. *Incident Commander* and Facility Emergency Coordinator continue joint assessment
- .. The *Incident Commander* will determine if additional assessment resources are required
- .. The State/Local HAZMAT Team and/or Massachusetts DEP will:
 - Deploy assessment monitoring resources
 - Determine the magnitude of the release
 - Estimate health impact of release on the community
 - Based upon available protective action guides recommends protective actions to the *Incident Commander*
- .. The *Incident Commander* will make protective action decisions and execute the decision through an emergency order, if appropriate
- .. If appropriate, the Local Emergency Manager or *Incident Commander* will advise State officials of the local A&E findings and potential A&E support requirements

Response Level 3 – Full Emergency Condition

- .. The *Incident Commander* will designate an A&E Officer
- .. The State/Local HAZMAT Team and/or Massachusetts DEP will:
 - Deploy assessment monitoring resources
 - Determine the magnitude of the release
 - Estimate health impact of release on the community
 - Recommend protective actions based upon available protective action guides, to the On-Scene Commander
 - Request assistance from the State in further assessment and evaluation, if required
- .. The local Chief Executive will make protective action decisions and execute the decision through emergency orders, if appropriate
- .. The Local Emergency Manager and the *Incident Commander* will request additional State A&E support, if required
- .. The responding State agency (if required) will determine if the situation requires Federal assistance. If required they will contact the Federal Regional Response Team (RRT). The Chemical Incident Technical Data Form (Attachment 2) will be prepared for the RRT by local/state agencies

HAZARDOUS MATERIALS RELEASE FORM
Locally Dial 911 - NRC Dial 1-800-424-8802
Massachusetts Department of Environmental Protection 1-888-304-1133

1. **Caller Name:** _____ **Call Date:** _____

2. **Affiliation:** _____ **Time:** _____

3. **Telephone:** _____ **Ref #:** _____ **Yes / No**

4. **Material Released:** _____ **EHS:** _____ **DOT# / CAS #:** _____

5. **Amount Released:** _____ **Gals/Lbs:** _____

6. **Date of Release:** _____ **Time:** _____ **Duration:** _____ **Hrs** _____ **Min**

7. **Release Medium:** _____ **Air** _____ **Water** _____ **Land** _____
 (include height and direction of plume) (-----describe terrain-----)

9. **Weather Conditions:** _____
 (Direction, MPH, Temperature, etc.)

9. **Location of Release:** _____
 (address – street, building #, City, County, etc)

11. **Facility Name:** _____
Address: _____

11. **Facility Emergency Contact:** _____
 (Name) (Address)

12. **Incident Description:** _____
 (Color, odor, solid, liquid, gas)

16. **Nearby Populations:** _____

17. **Other Hazardous Materials Nearby:** _____

18. Additional Notifications Made:		
Local Fire Department	Yes / No	Time: _____
Community Emergency Coordinator	Yes / No	Time: _____
MA DEP	Yes / No	Time: _____
Federal National Response Center	Yes / No	Time: _____

16. **Number of Dead / Injured:** _____ **17. Dead / Injured taken to:** _____

18. **Action Taken:** _____

19. **Form Completed by:** _____
 (Print Name and Title) (Signature)

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HAZARDOUS MATERIALS DATA SHEET

Name of Material: _____

DOT Hazard Class: _____ UN/NA#: _____

CAS Number: _____ Chemical Formula: _____

Physical Description: _____
_____***SPECIFIC HEALTH PROPERTIES:***

Health: _____

Flammability: _____

Reactivity: _____

PHYSICAL PROPERTIES:

IDLH: _____ ppm PEL: _____ ppm Odor Threshold: _____ ppm

Flash Point: _____ ° F (degrees) Specific Gravity: _____

Ignition Temperature: _____ ° F (degrees) Boiling Point: _____

Flammable Limits: _____ % to _____ % Water Solubility: _____

Vapor Density: _____ Other: _____

Reactive with: _____

Possible Extinguishing Agents: _____

Protective Equipment Required: _____

First Aid: _____

Evacuation Distances: _____

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A N N E X E

(PUBLIC WARNING AND EMERGENCY INFORMATION)

PURPOSE

To provide timely, reliable and effective warning to the public in the event of a hazardous material emergency. To provide emergency information pertaining to the need for protective actions and provide information on the emergency situation to the media.

SITUATION

A release of a hazardous material into the environment could quickly bring harm to public health. The public, however, can be protected through the implementation of protective actions. In order for protective actions to be effective, the public must be first, warned or alerted that an emergency exists and secondly, instructed on what to do.

The hazard analysis of MATown, Massachusetts has identified facilities and transportation routes, which have extremely hazardous substances, where protective actions could be implemented. A map depicting the location of these sites can be found in the hazard analysis section of the Basic Plan. Residents will be warned by a combination of the following resources when available: media announcements and Emergency Alert System (EAS); emergency vehicles with sirens and public address systems; door to door notification by uniform personnel; telephone calls to specific locations (schools, hospitals, etc); Fixed Emergency Sirens for communities who have them.

The *Incident Commander* will determine with local and mutual aid police and fire departments, a process to warn the public of the emergency and protective actions. The Public Information Officer will be an integral part of that process. A person should be assigned to coordinate the warning function activating those local and mutual aid resources that may be available and to request state assistance when needed. Massachusetts State Police resources may be available to backup local capabilities.

The process should be to determine first the area needing to be warned; second, a comprehensive means for warning including: route alerting (emergency vehicles with sirens and PA systems) door- to-door if practical, and targeted telephone calls to special locations (schools, hospitals, etc). The PIO should contact local media to advise them of the situation and provide the information needed to be given to warn the public.

Resources assigned to Route Alerting should be coordinated to insure that all impacted areas are warned. Special care should be taken to insure that units assigned to Route Alerting are not sent into the hot zone or areas for which they are not adequately protected.

Personnel assigned to any door to door warning effort should be, to the extent possible, uniformed public safety personnel. Special care should be taken to insure that units assigned to this function are not sent into the hot zone or areas for which they are not adequately protected.

Pre-scripted messages and warning for advising residents to shelter in place or evacuate are found at the end of this section.

NOTE: Communities with non-English speaking populations should consider having prescribed warnings in other languages as part of this annex.

MATown, Massachusetts has taken the following pro-active measures to educate its residents about planned response procedures: (Neighborhood/Public meetings; handouts to neighborhoods/students; media events, including talk shows; presentations; etc.)

For additional information related to warning and evacuation of the public, please refer to Section 3.12, of the MATown Comprehensive Emergency Management Plan.

PARTICIPATING AGENCIES

- ◆ Emergency Management Office
- ◆ Public Information Officer
- ◆ Fire Department
- ◆ Police Department
- ◆ Massachusetts State Police
- ◆ Emergency Alert System (EAS) Stations
- ◆ Massachusetts Emergency Management Agency

RESPONSE PROCEDURES

Response Criteria

Response Level 1 – Controlled Emergency Condition

There should be no need for Public Warning or Emergency Information for this Response Level. The Public Information Officer should monitor the situation and be prepared to respond to public and media requests for information. **Note: Only the PIO should be allowed to give any information regarding the incident**

Response Level 2 – Limited Emergency Condition

This response level may require the warning of a limited area close to the emergency scene which local response forces are capable of managing. It may also require the activation of the State Emergency Alert System (EAS).

- “ *Incident Commander*, based on the protective action decision, activates local warning system, if necessary, which may include sirens, route alerting and residential door to door alerting

- .. *Incident Commander* advises Local Emergency Manager if there is a need to activate EAS
 - Local Emergency Manager may advise Public Information Officer to activate EAS directly by a request through the State Coordinating Agency (MEMA) or to the local EAS station.

Note: MEMA should be advised of any EAS request by requestor
 - EAS messages are prepared by the Public Information Officer and approved by the *Incident Commander* (See Sample Messages, Attachment 1)
- .. Public Information Officer is responsible to media requests for information of the situation

Response Level 3 – Full Emergency Condition

This response level normally requires public warning and emergency instructions to a sizable area. State resources may be required to support public warning. The State Emergency Alert System will normally be activated.

- .. The *Incident Commander*, based on protective action decisions, shall insure that appropriate actions are taken to warn the affected public
- .. City/Town Police Department advises the *Incident Commander* and the Massachusetts State Police if there is a need for State Police assistance in public warning
- .. The *Incident Commander* will advise the Emergency Manager if there is a need for state assistance with public warning
- .. Massachusetts Emergency Management Agency implements the Comprehensive Emergency Management Plan and if necessary notifies the Massachusetts State Police to provide assistance in public warning
- .. Local Emergency Manager or *Incident Commander* advises Public Information Officer to activate EAS
- .. EAS messages are prepared by the Public Information Officer and are approved by the *Incident Commander*. (See Sample Message, Attachment 1)
- .. Public Information Officer and/or Emergency Manager activates EAS and prepares and submits messages for broadcast to media
- .. The Public Information Officer establishes a joint news center/area where all media can obtain information on the emergency

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Sample

**EMERGENCY ALERT SYSTEM
MESSAGES**

EAS Message # 1
Shelter in Place (Residents)

EAS Message # 2
Shelter in Place (School population assurance)

EAS Message # 3
Resident Evacuation

EAS Message # 4
Evacuation (School population assurance)

EAS Message # 5
Emergency Transportation Request

ROUTE ALERTING MESSAGES

Route Alerting Message # 1
Shelter in Place

Route Alerting Message # 2
Evacuation

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EAS Message # 1

Shelter in Place (residents)

“ A hazardous material release has occurred at (*site of emergency*). The MATown Fire Department is requesting all persons in the area(s) of (*identify danger areas*) to immediately take shelter indoors. Fire officials are requesting this protective action until such time that the danger is over.

Once indoors, residents should:

- ~ Close and lock all exterior doors and windows
- ~ Turn off all air conditioning/heating systems/fans
- ~ Turn off clothes dryer and any venting fans from the kitchen, bathroom, etc.
- ~ Insure that family pets are indoors and/or livestock are inside their barns with the doors and openings closed
- ~ Stay inside until advised otherwise by emergency responders
- ~ Please make sure your neighbors are aware of this bulletin
- ~ Public safety personnel are requesting residents to use the telephone for emergency calls only
- ~ Stay tuned to this TV or radio station for further information and instructions”.

EAS MESSAGE # 2

Shelter in Place (School population assurance)

“The MATown school system is advising parents that students in the {*name school(s)*} are safely protected in their schools. Students will remain there until the emergency is over and it is safe for them to leave. MATown school representatives will advise via this station, instructions for parents and guardians as soon as it is safe. The Fire Department is requesting parents not to call the school and not to attempt to drive to the school. Fire Department and public safety agencies request residents to follow their instructions. More information will be provided by the school(s) and fire personnel as soon as it becomes available.”

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EAS MESSAGE # 3
Residential Evacuation

“A hazardous material release has occurred at **{site of emergency}**. The MATown Fire Department is requesting all persons in the area of **{identify danger areas}** to immediately evacuate the area. Fire officials are requesting residents to evacuate as soon as possible. Residents should leave via the following routes(s): **{identify street/roads to use}**. Shelters have been opened at **{identify shelters name/location}**. Residents needing emergency transportation should call **{identify emergency transportation number}**. Please make sure your neighbors, home-bounds, latchkey kids and mobility impaired neighbors you know, are aware of this bulletin, and assist them if possible. Public safety officials are requesting residents to follow their instructions immediately and to drive safely. Tune to radio station **{identify radio station}** for information while driving.”

EAS MESSAGE # 4
Evacuation (School population assurance)

“The MATown school system is advising parents that students in the **{name school(s)}** are being evacuated to **{identify host schools}** that are in a safe location. Students will remain there until the emergency is over and it is safe for them to leave. MATown school representatives will advise via this station to provide updated instructions for parents and guardians as soon as it is safe. The Fire Department is requesting parents not to call the school and not to attempt to drive to the school. Fire Department and public safety agencies are requesting all residents to follow their instructions. More information will be provided by school and fire personnel as soon as it becomes available.”

EAS MESSAGE # 5
Emergency Transportation Request

“The MATown Fire Department is requesting any person needing emergency transportation to call the following number: **{identify emergency transportation number}**. Transportation is available to transport residents without transportation to shelters that have been opened. This number is for emergency transportation requests only. Public safety officials are requesting residents to use the telephone for emergency calls only. Residents should stay tuned to this station for information and instructions.”

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ROUTE ALERTING UNIT MESSAGE # 1
Sheltering in Place

“This is the Police. A hazardous material emergency has occurred, please go and stay indoors. Close all of your windows and doors to keep air out of your home. Turn on your television to get more complete instructions. Shut all doors and close your windows. Turn on your television and tune to Channel **{*identify channels(s)*}** to get more complete instructions. Please make sure that your neighbors are alerted.”

ROUTE ALERTING UNIT MESSAGE # 2
Evacuation Order

“This is the Police. An emergency evacuation has been declared, evacuate to **{*identify shelter name/location*}** via **{*identify streets/roads*}**. For emergency transportation please call **{*identify emergency transportation number*}**. Please make sure your neighbors are alerted.

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A N N E X F (PROTECTIVE ACTIONS)

PURPOSE

To implement actions that would reduce or eliminate public and emergency worker exposure to hazardous materials released into the environment.

SITUATION

Local government has the primary responsibility to protect its residents. Local emergency responders will be tasked with determining protective actions to initiate in order to protect the public. State and federal resources will generally supplement and complement on-going local protective action activities. In hazardous material incidents, protective actions typically involve the following actions:

- ~ **Isolate the hazard area** to prevent exposure to the hazardous material or its effects. The creation of hot, warm and cold zones and prevention of vehicular and pedestrian traffic into them prevent further injuries.
- ~ **Sheltering-in-place** inside structures to reduce exposure to the hazardous material in the air. The basic premise is to create as airtight as possible enclosures to prevent the hazardous material from reaching the enclosures occupants. This option is especially suitable for releases of short duration, generally less than two hours. Incidents involving pressurized tanks of toxic gases are a common scenario for this option.
- ~ **Evacuation from the hazardous area.** The premise here is to remove the population from the hazard area, i.e. the hot zone. The evacuation is normally accomplished by vehicle, but could be accomplished by simply walking if the hazard area is small. Personal vehicles, buses, chair-vans and public safety vehicles are often used to move the affected population. Special attention should be given to personal protection equipment needs of personnel involved in the transportation efforts into the hazard area. Strict controls are needed to prevent access into areas beyond the personal protective equipment capabilities of the personnel involved in the evacuation.

In the event of large scale incidents involving multiple municipalities, state resources may assist in coordinating resources to multiple jurisdictions.

Collateral activities, depending on the scope and length of the incident, related to the population protection process include: sheltering, mass care and consequent management (impact on business activity, etc). The American Red Cross is the primary agency for operating shelters. The MATown Comprehensive Emergency Management Plan, Section 3.15 has a listing of shelters and their capacities and should be referenced.

NOTE: *If any evacuation is required, please call the local Chapter of the American Red Cross.*

PARTICIPATING AGENCIES

Local Level Agencies

- ◆ American Red Cross – Local Chapter
- ◆ Emergency Management
- ◆ Fire Department
- ◆ Health Office
- ◆ Office on Aging
- ◆ Public Information Officer
- ◆ Public Works Department
- ◆ Police Department
- ◆ School Department
- ◆ Emergency Medical Services
- ◆ Transportation Companies
- ◆ Bus Companies
- ◆ Taxi Companies
- ◆ Chair Van Services

State Level Agencies

- ◆ American Red Cross
- ◆ Massachusetts Emergency Management
- ◆ Office on Aging
- ◆ Public Information Officer
- ◆ Massachusetts State Police
- ◆ Massachusetts Highway Department

RESPONSE PROCEDURE

Population Protection Measures

Response Level – Controlled Emergency Condition

The *Incident Commander* will determine if population protection measures are warranted or needed. Facility specialist and/or resources found in Annex A, Appendix 1 may be used to assist in that determination. Typically at this level, population protection measures are not required. To prevent unnecessary exposure, the following measures will be initiated:

- .. The senior fire service representative will assume the *Incident Commander* role and delegate the various ICS positions (Safety, Operations, Public Information, etc) to the extent necessary.
- .. Establishment of hot, warm and cold zones. Typically at this level, population protection measures are limited to isolation of the spill area/contamination area.
- .. Marking of the above zones.
- .. Insure all workers and public safety responders are aware of zone boundaries.
- .. In the event of an exposure of anyone to the hazardous material involved, the person exposed will be assessed and a determination made if decontamination and/or medical treatment is needed.
- .. The *Incident Commander* shall determine if a licensed clean-up contractor is needed and if the spill is reportable under DEP and Federal Guidelines. If the spill is reportable, ensure DEP and/or National Response Center are contacted.

Response Level – Limited Emergency Condition

The *Incident Commander* will determine the extent and types of population protection measures to be taken.

- .. The North American Emergency Response Guidebook should be consulted for determining the initial population protection zone and measures to be taken.
- .. The *Incident Commander* shall establish protective action zones including hot, warm and cold zones. The location of these zones shall be made known to all responding emergency personnel.
- .. Based upon the threat, a determination will be made on what population protection actions(s) will be initiated. Actions to consider for protective actions include: isolation, sheltering-in-place and evacuation.
- .. Once the decision is made regarding population protection measures, the Public Information Officer will be instructed to take measures to warn the affected areas (see Annex E, “Public Warning and Emergency Information”).
- .. For implementing the population protection measures, a Unified Incident Command system will be initiated, including representatives of resources that will be used to effect the measures. Typically the following resources will be used:
 - Fire Department
 - Police Department
 - Emergency Medical Services
 - Transportation Assets (buses, chair vans, taxies, etc)
 - Public Works Department
 - American Red Cross
- .. The *Incident Commander* shall designate an individual to coordinate the resources assigned to carry out the protection measures. Special care should be taken to insure that units assigned to protective measures are not sent into the hot zone or areas for which they are not adequately protected.

Request needed personal protective equipment for personnel assigned to population protection measures.

- .. The protective measures coordinator must organize the resources to ensure the area is completely isolated and that transport resources are available for those without transportation. A system will be needed to ensure that the request for transportation was routed to the transport resources in an efficient manner.
- .. For those situations involving multiple municipalities, the command system should include representatives from the affected cities and towns.
- .. Depending on the length of time, residents are expected to be away from their homes, consideration should be given to opening shelters.

The American Red Cross should be contacted to assist in the opening of shelters. Shelter locations should be determined based on the projected largest population protection zones. Hazardous material specialists should be consulted.

- .. For those actions that involve an emergency evacuation, an emergency number will be designated for those persons needing emergency transportation. The PIO will be advised of the number. The number chosen should have the capacity to handle large volumes of calls.
- .. For those situations resulting in the contamination of residents/non-emergency response personnel, steps should be taken to insure that they have been processed through a decontamination unit.
- .. For those areas for which sheltering-in-place is the appropriate measure, insure those areas are warned (see Annex E, "Public Warning and Emergency Information").
- .. Determine an orderly re-entry plan for allowing residents and workers back into evacuated areas, when it is safe to do so.

Response Level – Full Emergency Condition

Upon the decision to implement an evacuation as a protective action, the *Incident Commander* or the Local Emergency Manager will be responsible for its implementation in accordance with the local evacuation procedures. Evacuations that demand urgent and immediate action will be directed and managed by the *Incident Commander*. Evacuation of major scope, which includes large populations and extensive relocation and support services, will be under the authority of the Governor, coordinated by The Massachusetts Emergency Management Agency from the State Emergency Operations Center in Framingham.

The *Incident Commander* shall insure that adequate resources are available to cope with the situation.

- .. Insure that the municipalities have made emergency declarations involved.
- .. Request emergency powers via MEMA to declare a gubernatorial State of Emergency, including emergency forced evacuation authority.
- .. Insuring that all local and mutual aid resources have been exhausted before requesting state and if necessary federal assistance.
- .. Insure that a system is created to provide the replacement of emergency workers after 12 hours of duty.
- .. Insure that essential services, utilities, mail delivery, and mass care are considered in the operations plan.
- .. Insure that mitigation efforts are accomplished as fast as can be safely done.

- .. Insure that monitoring teams are deployed to monitor air, water and ground contamination in perimeter and affected areas, when appropriate.
- .. Insure that units assigned to protective measures are not sent into the hot zone or areas for which they are not adequately protected.
- .. Obtain needed personal protective equipment for personnel assigned to population protection measures.
- .. Determine an orderly re-entry plan for allowing residents and workers back into evacuated areas, when it is safe to do so.

Emergency Worker Exposure Control

The following response procedure will be used on all hazardous material incident response levels. The *Incident Commander*, Safety Officer and facility personnel are responsible for controlling toxic exposure to emergency workers by the following methods:

- ~ *Incident Commander* will designate an on-scene Safety Officer responsible for emergency worker exposure control.
- ~ Establish hot, warm and cold operating zones, if necessary.
- ~ Mark above zones and insure locations of zones are made known to all emergency workers.
- ~ Inform each emergency worker of all hazards present.
- ~ Require emergency workers to record any exposures and report exposure to *Incident Commander* or Safety Officer.
- ~ If an emergency worker is exposed, a decision must be made to isolate, decontaminate, or transport for treatment.
- ~ Ensure that personnel are properly protected and given instruction in how to use appropriate protective clothing and equipment.
- ~ Establish decontamination station procedures for emergency workers and equipment, if necessary.
- ~ Determine the need for additional exposure control resources.
- ~ Provide on-scene medical supervision and treatment capability.
- ~ Ensure that emergency workers use appropriate protective equipment that meets OSHA standards.

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IN - PLACE SHELTERING INSTRUCTIONS

- Close all doors. Close and lock all windows. Seal gaps under doorways and windows with wet towels or thick tape.
- Set ventilation systems to 100% re-circulation. If not possible, turn off system.
- Seal any gaps around window air conditioners, bathroom exhaust fans, range vents, and dryer vents.
- Close fireplace dampers.
- Close as many internal doors as possible.
- If explosion is possible, close drapes, curtains and shades over windows. Stay away from windows.
- If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.

NOTE: In place sheltering should only be used for those events two hours in duration of exposure or less.

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A N N E X G

(EMERGENCY MEDICAL SERVICES)

PURPOSE

To coordinate on-scene emergency medical care, transportation, and hospital treatment for victims of hazardous materials emergency. To ensure that mutual aid plans for both the Emergency Medical Service (EMS) and hospitals are implemented.

SITUATION

A release of a hazardous material into the environment could result in multiple casualties. Emergency medical assistance will be needed to provide medical care to employees of the facility, emergency workers, and the affected public.

The hazard analysis of MATown identified several facilities and transportation routes that frequently contain hazardous chemicals. Attachment 1 lists the ambulance service and hospitals providing emergency care and transportation in the area.

Hazardous materials emergencies commonly require mutual aid assistance among ambulance services and hospitals. There should be written agreements in place between each organization to ensure an effective response.

Local agencies and area hospitals typically provide emergency medical services. The role of the EMS units is to coordinate medical resources responding to the scene.

PARTICIPATING AGENCIES

- ◆ Ambulance Services
- ◆ Local Emergency Management Office
- ◆ Emergency Medical Services (EMS) Coordinator
- ◆ Local Fire Department EMS

RESPONSE PROCEDURES

Response Level 1 – Controlled Emergency Conditions

Senior community EMS response personnel would manage the Medical situation at the scene. The *Incident Commander* is responsible for workers at the scene, and to minimize health threats from exposure. Community EMS is responsible for coordinating the EMS response for the *Incident Commander*. No state action should be required for this response level.

Response Level 2 – Limited Emergency Condition

- .. The EMS Coordinator will serve as part of the ICS and will be kept apprised of the situation.
- .. The EMS Coordinator will monitor the situation and coordinate with Ambulance Services, area hospitals, C-MED and the State Public Health Department, if necessary.
- .. The EMS Coordinator will evaluate the need for mutual aid and coordinate any required assistance.
- .. Hospital Administrators will take initial steps to prepare for treatment of chemical exposure victims and shall evaluate the need to implement the hospital disaster plan.

Response Level 3 – Full Emergency Condition

- .. The EMS Coordinator will perform the duties listed under Limited Emergency Conditions plus:
 - Notify the CMED Dispatch Center in a mass casualty incident, if appropriate.
 - Coordinate all EMS activities with *Incident Commander*, Local *Emergency Manager*, local Public Health Officer and State Public Health Commissioner, if necessary.
 - Assign transportation and triage officers if required.
- .. If multiple victims are expected, area hospitals will be asked to implement their disaster plans, according to hospital protocol.
- .. The State Public Health Department will provide additional support, as necessary.

AMBULANCE SERVICES

MUNICIPALITY COVERED	AMBULANCE SERVICE	TELEPHONE
MATown	Dispatch	911

**HOSPITALS WITH
HAZMAT TREATMENT & DECONTAMINATION CAPABILITY**

HOSPITAL NAME	MUNICIPALITY	TELEPHONE

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A N N E X H

(TRAINING)

PURPOSE

To establish a comprehensive program that will ensure appropriate training of agency personnel and emergency staff in hazardous materials response and implementation of the Hazardous Materials Emergency Plan.

SITUATION

Section 303©(8) of EPCRA, OSHA 29CFR 1910.120 (HAZWOPER) and EPA 40CFR 311; require that those responsible for implementing chemical emergency plans be provided training opportunities that enhance local emergency response capabilities. The MATown LEPC intends to utilize courses sponsored by the Federal and State governments, and private organizations in helping fulfill this requirement. The LEPC will also schedule courses that address the unique concerns and needs for the local hazardous materials preparedness program. Employers are responsible for ensuring the health and safety of responding personnel, as well as the protection of the public and community served.

The MATown LEPC will work in conjunction with the State Emergency Response Commission and community leaders to evaluate the hazardous materials training development needs of local emergency personnel. The LEPC will coordinate local training initiatives to ensure consistency with the Hazardous Materials Plans and will maximize training resources available from all levels of government and the private sector.

Employees who participate, or are expected to participate, in emergency response, shall be given training in accordance with the following paragraphs:

First Responder Awareness Level

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release.

First responders at the awareness level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:

- a. An understanding of what “hazardous materials” is, and the risks associated with them in an incident.
- b. An understanding of the potential outcomes associated with an emergency when hazardous materials are present.
- c. The ability to recognize the presence of hazardous materials in an emergency.
- d. The ability to identify the hazardous materials, if possible.
- e. The understanding of the role of the first responder awareness individual in the employer’s emergency response plan including site security and control and the North American Emergency Response Guidebook.
- f. The ability to realize the need for additional resources, and to make appropriate notifications to the communication center.

First Responder Operations Level

First Responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and protect exposures.

First responders at the operation level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify:

- a. Knowledge of the basic hazard and risk assessment techniques.
- b. Know how to select and use proper personal protective equipment provided to the first responder operation level.
- c. AN understanding of basic hazardous materials terms.
- d. Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.
- e. Know how to implement basic decontamination procedures.
- f. An understanding of the relevant standard operating procedures and termination procedures.

Hazardous Materials Technician

Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level does in that they will approach the point of release in order to plug, patch or otherwise stop the release of hazardous substance.

Hazardous materials technicians shall have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- a. Know how to implement the employer's emergency response plan.
- b. Know the classification, identification and verification of known and unknown materials by using field survey instruments and equipment.
- c. Be able to function within an assigned role in the Incident Command System.
- d. Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.
- e. Understand hazard and risk assessment techniques.
- f. Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
- g. Understand and implement decontamination procedures.
- h. Understand termination procedures.
- i. Understand basic chemical and toxicological terminology and behavior.

Hazardous Materials Specialist

Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. The hazardous materials specialist would also act as the site liaison with Federal, state, local and other government authorities in regards to site activities.

Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas and the employer shall so certify:

- a. Know how to implement the local emergency response plan.
- b. Understand the classification, identification and verification of known and unknown materials by using advance survey instruments and equipment.
- c. Knowledge of the state emergency response plan.
- d. Be able to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist.
- e. Understand in-depth hazard and risk assessment techniques.
- f. Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
- g. Be able to determine and implement decontamination procedures.
- h. Have the ability to develop a site safety and control plan.
- i. Understand chemical, radiological and toxicological terminology and behavior.

Incident Command System

Incident Commanders, who will assume control of the incident scene beyond the first responder awareness level, shall receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- a. Know and be able to implement the employer's incident command system.
- b. Know how to implement the employer's emergency response plan.
- c. Know and understand the hazards and risks associated with employees working in chemical protective clothing.
- d. Know how to implement the local emergency response plan.
- e. Knowledge of the state Emergency Response Plan and of the Federal Regional Response Team.
- f. Know and understand the importance of decontamination procedures.

Trainers

Trainers who teach any of the above training subjects shall have satisfactorily completed a training course for teaching the subjects they are expected to teach, such as the courses offered by the U.S. Fire Academy, FEMA Emergency Management Institute, U.S. EPA, Massachusetts Fire Academy or Massachusetts Emergency Management Agency; or they shall have the training and/or academic credentials and instructional experience necessary to demonstrate competent instructional skills and a good command of the subject matter of the courses they are to teach.

MATown LEPC TRAINING SCHEDULE

COURSE	DATES	LOCATION

Additional hazardous materials training courses will be offered to MATown, MA first responders. Please contact either the hazardous materials training coordinator at Massachusetts Emergency Management at 508-820-2000 or the MATown LEPC chairperson for additional information.

A N N E X I (EXERCISES)

PURPOSE

To establish a comprehensive exercise program that will effectively implement and evaluate the MATown Hazardous Materials Emergency Plan.

SITUATION

Similar to Training Programs, Section 303[©] (9) of EPCRA places a requirement on local jurisdictions to establish “methods and schedules for exercising the emergency plan”. In establishing training programs and schedules the MATown LEPC recognizes the need for an integrated exercise program that will ensure community response agencies and facilities successfully perform their emergency roles and functions in accordance with the Hazardous Materials Emergency Plan. An effective exercise program will also strengthen response management, coordination and operations, plus reveal shortcomings and weaknesses that can be acted upon prior to an emergency. Corrective actions can then be taken to improve and refine public safety capabilities.

TYPES OF EXERCISES

Exercises are generally classified in three major categories: Tabletop, Functional, and Full Scale. Local jurisdiction may also consider preliminary exercise, called *Orientations*, to introduce participants to the plan and prepare for the exercise process.

Each of these exercises varies in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and resources. Each provides their own benefits and should be considered in the overall development of an exercise program.

Orientation (Exercise)

Orientations are used to acquaint personnel with policies and procedures developed in the planning process, providing a general overview of the emergency plan and its provisions. As orientation is especially effective in ensuring that emergency personnel understand their roles and responsibilities and it helps to clarify any complex or sensitive plan elements. While the orientation does not normally involve any direct simulation or role playing, it is used to review plan procedures and informally apply them to potential emergency situations or past events familiar to everyone.

Tabletop Exercise

A *Tabletop Exercise* is primarily a learning exercise that takes place in a meeting room setting. Prepared situations and problems are combined with role playing to generate discussion of the plan, its procedures, policies and resources. *Tabletop Exercises* are an excellent method of familiarizing groups and organizations with their roles and in demonstrating proper coordination. It is also a good environment to reinforce the logic and content of the plan and to integrate new policies into the decision making process. It allows participants to act out critical steps, recognize difficulties and resolve problems in a non-threatening format.

Functional Exercise

A *Functional Exercise* is an emergency simulation designated to provide training and evaluation of integrated emergency operations and management. More complex than the *Tabletop*, it focuses on interaction of decision making and agency coordination in a typical emergency management environment such as an Operating Center or command location. All field operations are simulated through messages and information normally exchanged using actual communications, including radios and telephones. It permits decision-makers, command officers, coordination and operations personnel to practice emergency response management in a realistic forum with time constraints and stress. It generally includes several organizations and agencies practicing interaction of a series of emergency functions; such as direction and control, assessment, and evacuation.

Full Scale Exercise

The *Full Scale Exercise* evaluates several components of an emergency response and management system simultaneously. It exercises the interactive elements of a community emergency program, similar to the *Functional Exercise*, but it is different from the *Functional Exercise* in that it adds a field component. A detailed scenario and simulation are used to approximate an emergency, which requires on-scene direction and operations, and also includes coordination and policy-making roles at an emergency operations or command center. Direction and control, mobilization of resources, communications and other special functions are commonly exercised.

PROGRESSIVE EXERCISE PROGRAM

Recognizing that the exercise types described in this plan are intended to build on one another, each one becoming more complex and comprehensive, the MATown LEPC will establish a progressive exercise program by scheduling basic *Orientations* to introduce the plan and the specific policies and responsibilities established. *Tabletop Exercises* will then be held to implement actual coordination and leadership provisions of the plan, including emergency operations concepts that maybe new to many local personnel. These will be followed by *Functional Exercises* to integrate the plan's more complex sections under simulated emergency conditions. The entire hazardous materials emergency response system will then be evaluated by a *Full Scale Exercise*.

EXERCISE SCHEDULE

The specific exercise schedule will be developed after the MATown Hazardous Materials Emergency Plan has been reviewed and accepted by the State Emergency Response Commission. An exercise of this plan will be held annually.

NOTE: If a real response situation has occurred, it may be counted as an exercise as long as an after action evaluation is performed and those lessons learned be updated in the plan.

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A N N E X J

(EMERGENCY RESOURCES)

Emergency resources play a central role in an effective response to a hazardous material emergency. Technical expertise, scientific instrumentation, heavy equipment, and transportation vehicles are just a few of the types of resources that are typically needed in a hazardous materials response. Knowing what resources are available locally and how to obtain them is a major step to ensure an effective management of emergency resources.

Resources held by both government agencies and the private sector should be included in this inventory. This inventory includes the type, location and contact person for hazardous materials resources. It will be updated annually to include all resources held by private facilities and government agencies.

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EMERGENCY RESOURCES

Trucks, Sand and Gravel

COMPANY / AGENCY	POINT OF CONTACT	TELEPHONE

HAZMAT Response / Clean Up Contractors *(recommend this be pre-arranged)*

COMPANY / AGENCY	POINT OF CONTACT	TELEPHONE

Other Resources

RESOURCE	COMPANY/AGENCY	LOCATION	TELEPHONE

NOTE: *See Resource Manual for additional resources*

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**LICENSED HAZARDOUS WASTE TRANSPORTERS
AUTHORIZED TO DO
EMERGENCY RESPONSE CLEANUP IN MASSACHUSETTS**

In State

COMPANY	POINT OF CONTACT	TELEPHONE	ADDRESS	REMARKS
Advanced Pollution Control Corporation	Michael Flaherty	508-843-8881	120 High Street Bridgewater, MA 02184	
Clean Harbors Environmental Services, Inc.	Tony Cellucci	800-oil-tank	1501 Washington Street Braintree, MA 02184	
CYN Oil Corp., CYN Environmental Services, Inc.	Robert Largesse	617-344-0265	1771 Washington Street Stroughton, MA 02072	
ENPRO Services, Inc.	David S. Cowie Jon Vespa	508-465-1595	12 Mulliken Way Newburyport, MA 01950	
ENVIRO-SAFE, Inc.	Heather Atwood	508-888-5478	P.O. Box 304 Sagamore Beach, MA 02562	Oil & Gasoline Only
FLEET Environmental Services, Inc.	Ron Schales	508-946-6900	8 Harding Street, Bldg 2 Lakeville, MA 02347	
Frank Corporation		508-990-1009	150 Herman Melville Bvd New Bedford, MA 02740-7344	Oil & Gasoline Only
FRANKLIN Environmental Services, Inc.	Jeffrey Franklin	508-384-6151	185 Industrial Road Wrentham, MA 02090	
General Chemical Corporation	Roy Swartz	508-872-5000	133-138 Leland Street Framingham, MA 01701	

(In-State cont'd)

COMPANY	POINT OF CONTACT	TELEPHONE	ADDRESS	REMARKS
GEOCHEM, Inc. D/B/A Jet-Line Environmental Services, Inc.	Mary Fishera	617-344-2510	263 Howard Street Lowell, MA 01852	
Green Environmental, Inc.	Glen C. Ferguson	617-479-0550	216 Ricciuti Drive Quincy, MA 02169	Oil & Gasoline Only
L.B. Corporation	Thomas Garrity	413-637-2123	P.O. Box 388 Lee, MA 02138	Oils, PCB's & Gasoline Contaminated Soils & solids
Mason Environmental Services, Inc.	Brett Moscatiello	508-564-6607	11 Commerce Park Road P.O. Box 450 Pocasset, MA 02559	Oil & Gasoline Only
Maxymillian Technologies, Inc.	John Anthony	413-499-3050	1801 East St. Pittsfield, MA 01201	
Oil Recovery Corporation	Jonathan Gagnon	413-787-2941	138 Palmer Ave. West Springfield, MA 01089	Oil & Gasoline Only
Southhampton Sanitary Engineering Corporation	Karl Kuehner	413-532-3876	168 County Road Southampton, MA 01073	
Suffolk Services, Inc.	Rick Shaffer	617-286-0044	333 Third Street Chelsea, MA 02150	
Triumvirate Environmental, Inc.	Wayne Griffith	617-628-8098	63 Inner Belt Road Somerville, MA 02143	
The Tyree Organization, Inc.	Steven Tyree	508-871-8300	9 Otis Street Westborough, MA 01581-3811	
Zecco, Inc.	Robert Raymond	508-393-2537	345 West Main Street Northboro, MA 01532	

Out-of-State

COMPANY	POINT OF CONTACT	TELEPHONE	ADDRESS	REMARKS
American Environmental Tech., Inc	Jay Brundage	203-774-3477	3 Trowbridge Drive Bethel, CT 06801	
Dependable Environmental Services, Inc.	Gregory Bruett	603-894-6661	P.O. Box 117 48 Lowell Road Windham, NH 03087	Oil & Gasoline Only
Environmental Oil, Inc.	Paula Morgese	315-471-0503	532 State Fair Blvd P.O. Box 315 Syracuse, NY 13209	
Environmental Services, Inc.	Seb Cannata	203-528-9500	90 Brookfield Street South Windsor, CT 06074	
Inland Waters Pollution Control, Inc.	Lawrence Critch	800-992-9118	2021 S. Shaeffer Hwy Detroit, MI 48217	
Lincoln Environmental, Inc.	William Conrad	401-232-3353	333 Washington Hwy Smithfield, RI 02917	Oil & Gasoline Only
Total Waste Management Corp.	Jean Holbrook or Eileen Beattie Sewall	603-431+ 2420	142 River Road Newington, NH 03801	
TRI-S, Inc.	Rowland Bliss	860-875-2110	25 Pinney Street Ellington, CT 06029	
Western Oil, Inc.	Paul Raftery	401-724-5540	333 Cottage Street Pawtucket, RI 02860	

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A N N E X K

(FACILITY PROFILES)

PURPOSE

To profile facilities in MATown, Massachusetts which store or use extremely hazardous substances above threshold planning quantities on-site and pose a potential health or environmental threat to the community. In addition, special needs facilities at risk and emergency response resources are also listed in these *Facility Profiles*. A map showing the facility location and the surrounding community is included within each *Facility Profile*.

SITUATION

Facilities with reportable quantities of hazardous chemicals are required to provide information concerning these chemicals according to EPCRA. Information contained in these *Facility Profiles* is found in the Tier II reports filed by each facility, in accordance with the EPCRA, and forwarded to the MATown LEPC.

NOTE: This section could be generated by the *CAMEO/ALOHA Program* and may be used as a substitute for this section.

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FACILITY PROFILE

Facility Name:

Facility Address:

Facility Telephone Number:

Facility Emergency Coordinator:

24-Hour Telephone Number:

Part I

Hazardous Materials at the Facility

CHEMICAL NAME	UN #	CAS #	MAX QTY ON SITE

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Facility Name:

Part II

Special Needs Facilities / Critical Infrastructure at Risk

Special Needs Facility NAME and Address	Population	POINT OF CONTACT	24-HOUR TELEPHONE

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Facility Name:

Part III

Emergency Resources at the Facility

RESOURCES	TYPE	QTY

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HAZARD ANALYSIS MAP

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EMERGENCY STANDARD OPERATING PROCEDURES

INITIAL 911 DISPATCHER

- A. When a hazardous materials incident is reported, complete the "Hazardous Materials Release Form" with as much information as is immediately available. Throughout the incident continue to fill in information as it becomes available.
- B. Instruct the following to the reporting party, if citizen (non-technical):
- _____ To remain at the scene in a safe location and to keep all persons as far away from the incident as is practical.
 - _____ Do not attempt to move or clean up any material involved in the incident.
 - _____ Stay upwind of any fire or gas or vapor.
 - _____ Avoid eating, drinking or smoking until health screening and/or decontamination has occurred.
 - _____ Remain calm and contact/direct responding personnel to the incident location upon their arrival.
- C. Notify and brief emergency responders.
- D. Call **National Weather Service 1-800-647-1735** and request the following:
- _____ Wind direction and speed.
 - _____ Weather conditions, present and predicted i.e., light or heavy rain, snow, high humidity, barometric changes expected.
 - _____ Temperature (current and predicted)
- E. After Emergency Responders arrive at the scene obtain the following information:
- _____ Nature of the actual situation.
 - _____ What additional services are needed.
 - _____ Location of incident command post.
 - _____ Complete "Hazardous Materials Release Form" with information not reported by reporting party.

F. Check with the *Incident Commander* to see if contact of *Facility or Shipper Technical Advisors* is needed.

G. Call **CHEMTREC 1-800-424-9300** if requested to do so by the *Incident Commander*. Have ready the following information when calling CHEMTREC:

Chemical's full name and correct spelling: _____

CAS number: _____

Provide CHEMTREC with your call-back phone#: _____

Nature of the accident: _____

Physical surroundings: _____

Weather conditions: _____

Time of accident: _____

Location: _____

Type of container: _____

If the chemicals unknown, any information such as manufacturer name, placards, labels, shipping papers will help CHEMTREC identify the chemical.

H. Notify any additional personnel requested by the *Incident Commander*.

FIRE SERVICE

The fire department takes whatever action deemed necessary in response to and incident involving a release of hazardous materials based on their level of training and personal protective equipment availability.

A. Initial Response

- _____ Observe situation from a safe distance, use binoculars, if necessary.
- _____ Designate an *Incident Commander* – Implement ICS.
- _____ Establish Command Post to coordinate all emergency and support activities.
- _____ Note location and things affected (people, animals, environmental, etc.).
- _____ Check wind direction and prevailing weather and position equipment and apparatus upwind.
- _____ Identify source of hazardous material.
- _____ Identify (or confirm) chemical name and form (solid, liquid, gas).
- _____ Refer to North American Emergency Response Guidebook for Initial Response to Hazardous Materials Incidents for emergency response information.
- _____ Report findings to dispatcher to notify other response agencies that might be involved.
- _____ Determine level of the incident with law enforcement and facility personnel.
- _____ Initially, determine which level of public protection action shall prevail and notify the public.
- _____ Establish the hazardous area – hot line, contamination control areas.
- _____ Initiate containment activities.
- _____ Initiate control of overall scene area.
- _____ **WARNING: Do not enter incident area without appropriate protective clothing equipment.**
- _____ Monitor and control exposure of personnel to hazardous substances.

(FIRE SERVICE – cont'd)

- _____ Request appropriate mutual aid, resources and support services.
- _____ Determine if rescue of injured persons is possible – Rescue injured persons.
- _____ Maintain overall command of the emergency scene until the hazard is contained or until command is passed effectively to another department or agency.
- _____ Coordinate with facility personnel regarding appropriate actions and responses for the situation.
- _____ Monitor and control exposure of personnel to hazardous substances.
- _____ Establish and maintain communications with the *Emergency Operations Center*.
- _____ Establish staging area for incoming equipment and materials.
- _____ Shut off source of hazardous materials leak, if possible.
- _____ Continue spill containment activities.
- _____ Remove contamination, if possible (call in spill clean up company)
- _____ Decontaminate all personnel and equipment.

B. Alerting via Dispatcher

- _____ Receive alert notification.
- _____ Alert emergency response agencies.
- _____ Activate fixed warning devices, per *Incident Commander* (IC) instructions.
- _____ Initiate mobile warning efforts, per IC instructions.
- _____ Notify special needs facilities and schools, per IC instructions.
- _____ Notify surrounding jurisdictions, per IC instructions.
- _____ Notify community and state authorities, per IC instructions.

(FIRE SERVICE – cont'd)

C. Ongoing Incident Assessment

- _____ Fire Service personnel will provide incident assessment information from the field to the IC at the Command Post.
- _____ Incident assessment information will be collected and forwarded to the EOC on a regular basis or as necessary.
- _____ Identify potential problems associated with secondary effects (fire, explosion, water, or sewer contamination).
- _____ Determine long-term health hazards. Coordinate with *Emergency Medical Services*.
- _____ Determine when additional resources are needed and release them as soon as they are no longer needed.
- _____ Continually update dispatch center. Involve CHEMTREC as required.
- _____ Be cognizant of incident spreading across political boundaries and coordinate actions as required.

NOTE: All news releases are to be handled by the authorized Public Information Officer with *Incident Commander*.

LAW ENFORCEMENT

Law Enforcement personnel have a vital role in response to hazardous materials incident (1st Officer on the Scene).

Initial Response

- _____ Observe situation from a safe distance, use binoculars, if necessary.
- _____ Confirm location and things affected (people, animals, environment, etc)
- _____ Check wind direction and prevailing weather.
- _____ Identify source of hazardous material.
- _____ Identify chemical name and form (solid, liquid, gas)
- _____ Refer to the Emergency Response Guidebook for *Initial Response* to Hazardous Materials Incidents for emergency response information.
- _____ Report findings to dispatcher including safe access routes, size hazard area.
- _____ Until help arrives, serve temporary on-scene communications point. Ultimately, the fire department will establish an incident command post.
- _____ Estimate potential harm to life, property and environment, as necessary.
- _____ Secure Area.

WARNING: Do not enter incident area without appropriate protective clothing and equipment.

- _____ Evacuate immediate affected area, especially downwind, downstream and cross wind.
- _____ Establish and control incident perimeter area and traffic control of area.
- _____ Brief *Incident Commander* and coordinate further Law Enforcement activities with the *Command Post*.

INCIDENT COMMANDER

Local Fire Service Standard Operating Procedures take precedence over these checklist items when Fire Services is *Incident Commander*.

A. After receiving notification of hazardous materials incident:

- _____ Make sure Command post is staffed with adequate representation from all necessary emergency agencies that can help in handling the incident. Ensure implementation of ICS.
- _____ Check hazard vulnerability data to determine type of health or environmental hazard and impact area. Establish hot, warm and cold zones.
- _____ Start gathering data on weather, wind direction, injuries and other information required in the Hazardous Materials incidents report.
- _____ Collaborate among response agency chiefs and facility technical representatives.
- _____ Determine response level and initiate actions.
- _____ Call **CHEMTREC, 1-800-424-9300**, with any further questions.
- _____ Set up media information center. Appoint *Public Information Officer*.
- _____ Take protective or precautionary actions as necessary (consider whether evacuation or in-place sheltering is needed).
- _____ Ensure protective actions for response personnel are taken.
- _____ Ensure all personnel and equipment are decontaminated as required.
- _____ Initiate containment or displacement techniques as advised by the *Department of Environmental Protection*. Check to make sure proper agencies have been notified and are enroute.

B. Ongoing Incident Assessment

- _____ Keep monitoring situation and ensure information is relayed to the EOC if opened.
- _____ Keep re-evaluation response levels and actions.
- _____ Call for any assistance as needed.
- _____ Determine any threats to water supply, sewage treatment, food and soil contamination.
- _____ Consider restricting air traffic over incident scene. Contact **FAA 781-238-7007**.
- _____ Conduct critique/after-action review of the incident.

EMERGENCY MEDICAL SERVICES

Emergency Medical Services provide support in response to a hazardous materials incident. Responders should take the following actions:

- _____ At incident scene be aware of dangers.
- _____ Take proper precautions when handling casualties.
- _____ Coordinate all EMS activities with *Command Post*.
- _____ Coordinate support activities with response agencies, as required.
- _____ Establish decontamination and casualty collection points in a safe location, if not already done by *Fire Department*.
- _____ Assist the Fire Department in decontaminating any victims exposed to hazardous materials.
- _____ Provide on-site treatment of victims and transportation to hospitals.
- _____ Provide communications from units to the hospitals for medical treatment information and assignment of patients to various hospital locations equipped to handle contaminated patients, as directed.
- _____ Provide medical screening and care at shelters, if required.
- _____ Monitor and control exposure of personnel to hazardous substances.
- _____ Report ongoing assessments to the *Command Post*.
- _____ Decontaminate personnel and equipment, as required.

NOTE: All news releases are to be handled by the authorized *Public Information Officer*. Check with the *Incident Commander*.

PUBLIC WORKS

Public Works is available to:

- _____ Provide equipment (dump trucks, front-end loaders, etc.).
- _____ Transport materials.
- _____ Provide assistance with containment.
- _____ Provide assistance with cleanup.
- _____ Provide barricades and traffic control devices.
- _____ Respond with facility information required in the event that the incident affects any public works facility.
- _____ The *Sewer Division* provides information about the configuration of the sewer network into which materials may have been released. If necessary, the *Sewer Division* determines where the product may be transported to and outfall, the effects on treatment facilities, and the potential for explosion.
- _____ Should the diversion of sewerage be necessary, the *Sewer Division* provides the *Command Post* with pertinent information and recommends response actions.
- _____ Monitor and control the exposure of all personnel to hazardous substances.
- _____ Field personnel provide ongoing assessment to the *Command Post*.
- _____ Decontamination of personnel and equipment completed, as required.

NOTE: All news releases are to be handled by the authorized *Public Information Officer*. Check with *Incident Commander*.

PUBLIC INFORMATION OFFICER

Below are suggested actions for the *Public Information Officer (PIO)* and the *Joint Information Center (JIC)* staff during the various emergency phases of a hazardous materials incident:

A. During all phases

- _____ Ensure that all information is clear, confirmed and approved by appropriate authority before release to the media or public. Do not release unconfirmed information or speculate on the extent of the emergency, despite repeated urging by reporters to do so. Never hesitate to say, "I do not know, but I will find out".
- _____ Monitor news programs and review news articles for accuracy. Correct serious misinformation whenever possible.
- _____ Establish *JIC/Media Center & Provide* sufficient staffing and telephones to handle incoming media and public inquiries and gather status information.
- _____ Provide public information according to priorities.
- _____ Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency.
- _____ Keep the *Emergency Management Director/Incident Commander* informed of all media actions taken or planned.
- _____ Keep PIO's in other jurisdictions and at other government levels informed of information released.
- _____ Maintain log and a file of all information.

(PUBLIC INFORMATION OFFICER – cont'd 2 of 3)

B. Emergency Period

- _____ Mobilize personnel for the *Joint Information Center*, as necessary.
- _____ Request *Joint Information Center* support from next higher level of government or from neighboring jurisdictions, as necessary.
- _____ Release emergency instructions/information to the public as necessary. (Evacuation, Shelters, Shelter-in-place).
- _____ Release survival/self-help information, as appropriate.
- _____ Release “media only” information including JIC telephone number and news conference information.
- _____ Respond promptly to media and public calls.
- _____ Release public inquiry (“Rumor Control”) telephone line number when staffed.
- _____ Follow EAS procedures if system is activated.
- _____ Monitor incident status constantly.
- _____ Attend periodic EOC/*Incident Command* briefings and planning sessions.
- _____ Consider additional methods of distributing emergency instructions.
- _____ Arrange media briefings/press conferences on a regular or “as needed” basis.
- _____ Prepare news releases, as required.
- _____ Provide emergency information in foreign languages, as required.
- _____ Receive and handle non-emergency calls. Relay calls to other EOC/*Incident Command* staff, as appropriate.
- _____ Conduct situation briefings for visitors.
- _____ Work with the *American Red Cross* to release information on procedures for determining the status of relatives/friends in the affected areas.
- _____ If media overflights of the area create unsafe conditions, temporary flight restrictions may be imposed according to the *Federal Aviation Administration Regulations*.
- _____ News releases should stress the danger that sightseers face or may cause.
- _____ Release damage assessment figures when obtained.

(PUBLIC INFORMATION OFFICER – cont'd 3 of 3)

C. Post Emergency Period (Recovery)

- _____ Continue to release status information upon request.
- _____ Assist State and other agency information officers in releasing information, if requested to do so.
- _____ Release information on re-entry into the area and any travel restrictions near the area.
- _____ Gather all records kept during all phases of the incident and prepare a chronological summary of events, actions taken, inquiries made, and response given. Collect newspaper clippings and TV videotapes, if available.
- _____ Survey JIC, EOC, Incident Command Staff and the local media for suggestions to improve emergency response procedures and this checklist for future emergencies.

EMERGENCY MANAGEMENT

Emergency Management provides off-scene support to the *Incident Commander* by coordinating and managing the Incident Command requests for assistance.

- _____ Activate the Emergency Operating Center and staff, if necessary
- _____ Coordinate all necessary function (i.e., warning, evacuation, sheltering, resource management, emergency response).
- _____ Coordinate with the *Public Information Officer*, local radio stations (EAS), and news media to provide information to the citizens.
- _____ Notify appropriate State and Federal authorities of the incident.
- _____ Request further assistance, if necessary.
- _____ Consult with *Incident Commander* and *Chief Elected Official* regarding need for local emergency declaration and/or state disaster declaration.

PUBLIC HEALTH

Public Health Officials advise the *Incident Commander* on health issues:

- _____ Confirm health hazard.
- _____ Seek antidote options.
- _____ Assist environmental personnel assess the incident's immediate health effects and environmental effects that will impact health at a later time.
- _____ Confirm evacuation area parameters (including establishment of triage areas as required).
- _____ Assist in the coordination of medical transportation.
- _____ Ensure no etiological (biological) agents are involved.
- _____ Work with local emergency medical services in treating the injured.
- _____ Monitor and control exposure of personnel to the hazardous substances.
- _____ Coordinate with the *Command Post* to ensure optimum health results.
- _____ Provide ongoing assessment information to the *Command Post*.
- _____ Decontaminate personnel and equipment, as required.

NOTE: All news releases are to be handled by the authorized *Public Information Officer*.
Check with the *Incident Commander*.

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CHIEF ELECTED OFFICIAL

The *Chief Elected Official* of the community is responsible for the health and safety of the citizens of the community. The following are questions that the *Chief Elected Official* should have answers to during a hazardous materials incident:

- _____ Who is the *Incident Commander*? _____
- _____ What are the dangers to the public as a result of this incident? _____
- _____ What are the dangers to the environment as a result of this incident? _____
- _____ Who is responding to the incident? _____
- _____ What was the cause of the incident? _____
- _____ What remediation options do we have? _____
- _____ Has the *Emergency Operations Center* been activated? _____
- _____ Who is the *Public Information Officer* for the incident? Phone number? _____
- _____ What is the overall situation? _____
- _____ Do we have enough resources to deal with the problem or do we need to obtain additional resources from neighboring jurisdictions or the State? _____
- _____ Consider need for local emergency declaration and state disaster declaration/emergency in consultation with *Incident Commander* and *Emergency Manager*.
- _____ *Chief Elected Official* should be provided with copies of all press releases and summaries of all statements provided to the media in live or taped broadcasts.
- _____ Set up regular situation updates with the *Incident Commander*.
- _____ *Chief Elected Official* should refer incident specific questions to the PIO, but be prepared to answer policy related questions in coordination with *the Incident Commander*.

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